

18-06/2014-CW II
Government of India
Ministry of Women & Child Development

Subject: Draft Guidelines Governing Adoption of Children, 2014.

The issue of revision in the Guidelines Governing Adoption of Children, 2011 has been under consideration of the Government of India. These Guidelines have been in operation for more than three years; however, there has been slow progress in the number of adoptions in the country. Several issues have arisen since the adoption of 2011 Guidelines such as: unusual delays in processes, complex application forms, lack of clarity in documents required, restrictive inter-country adoptions and absence of timelines for different stages of adoption.

2. The long list of prospective adoptive parents on one hand and children awaiting adoption in various child care institutions on the other hand is a concern that requires immediate attention. Keeping in view the best interest of children and recognising that a loving family environment is most conducive for the overall well being and growth of the child, the Government has framed new "Guidelines Governing the Adoption of Children, 2014" by streamlining adoption of children through an online portal – CARINGS thereby making the entire process transparent and swift.

3. It has been decided to replace the existing Guidelines with the new more simple and clear Guidelines for adoption of children. A copy of the draft Guidelines is placed on the website of the Ministry for suggestions/comments from the Civil Society Organizations, Non-Governmental Organizations and Individuals, who are encouraged to review the provisions of the proposed Guidelines and send their comments to the Ministry at email id caraguidelines2014@gmail.com with a copy to vivek.joshi@nic.in within 15 days of the publication of this notice in website of the Ministry i.e. latest by 22nd September, 2014 till 6pm. The title of the email must mention the subject as given above. The suggestions/comments should be given in the following format:

Para No.	Provision in "The Guidelines Governing Adoption of Children, 2014"	Proposed changes	Rationale for suggestions/ comments

Date: 04/09/2014 .
New Delhi

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CHAPTER - I

PRELIMINARY

1. Short title and commencement. —

- (1) These Guidelines may be called the Guidelines Governing Adoption of Children, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. —

- (1) In these guidelines, unless the context otherwise requires-
- (1) "Act" means the Juvenile Justice (Care and Protection of Children) Act, 2000 as amended from time to time;
- (2) "Abandoned" means an unaccompanied and deserted child who is declared abandoned by the Child Welfare Committee after due inquiry;
- (3) "Adoption" means the process through which the adopted child is permanently separated from his biological parents and becomes the legitimate child of his adoptive parents with all the rights, privileges and responsibilities that are attached to the relationship;
- (4) AFAA or "Authorised Foreign Adoption Agency" means a foreign social or child welfare agency that is authorized by CARA on the recommendation of the concerned central authority or Government Department of that country for coordinating all matters relating to adoption of an Indian child to that country;
- (5) "Best Interest of the child" means the basis for any decision taken regarding the child to ensure fulfillment of his basic rights and needs, identity, social well- being and physical, emotional and intellectual development;
- (6) "CARA" means the Central Adoption Resource Authority constituted by the Central Government;
- (7) "CARINGS" means 'Central Adoption Resource Information and Guidance System' which is an e-governance system for facilitating and monitoring adoption programme in the country;

- (8) “CCC” means the Child Care Corpus which is maintained by the SAA and to which child care and adoption related expenses are contributed by the adoptive parents;
- (9) “Central Authority” means the Government department designed as such under Article 6 of the Hague Convention on Protection of Children and Cooperation in Inter-country Adoption, 1993;
- (10) “Court” means a civil court, which has jurisdiction in matters of adoption and guardianship and may include the District Court, Family Court and City Civil Court.
- (11) “Children legally free for adoption” means orphan, abandoned and surrendered children declared free for adoption by the Child Welfare Committee;
- (12) “CSR” means the Child Study Report which contains details about the child, including his date of birth and social background;
- (13) “CWC” or “Child Welfare Committee” means the Committee constituted under Section 29 of the Act.
- (14) “DCPU” means the District Child Protection Unit set up by the State Government at district level under Section 61A of the Act;
- (15) “Habitual residence” means a place of settled dwelling, which constitutes a person's ordinary residence at least for a period of one year;
- (16) “HSR” means Home Study Report containing details of the adoptive parents, social and economic status; family background; description of home; standard of living; relationship with spouse, if any, and other family members; health status, etc. ;
- (17) “ICPS” means the Integrated Child Protection Scheme of Central Government, being implemented through State Governments and Non-governmental organisations;
- (18) “In-country adoption” means adoption of a child by a citizen of India;
- (19) “Inter-country adoption” means adoption of a child by an Overseas Citizen of India or a Person of Indian Origin or foreign national;

- (20) "NOC" means No Objection Certificate issued by CARA permitting the child to be placed in adoption with foreign or PIO or OCI or NRI prospective adoptive parents;
- (21) "NRI" means a person, who holds an Indian passport and is presently residing abroad for more than one year;
- (22) "OCI" means a person registered as Overseas Citizen of India (OCI) under Section 7A of the Citizenship Act, 1955;
- (23) "Orphan" means a child
- (i) who is without parents or legal guardian; or
 - (ii) whose parents or legal guardian is not willing to take, or capable of taking care of the child;
- (24) "PAPs" or "Prospective Adoptive Parents" means person or persons eligible to adopt a child as per the Act and these guidelines;
- (25) "PIO" means a Person, any of whose lineal ancestors is or was an Indian national, and who is presently holding a Person of Indian Origin Card issued by the Central Government;
- (26) "Pipeline cases" means those cases where the PAPs have already accepted referrals prior to the expiry or withdrawal of recognition of the concerned RIPA or SAA;
- (27) "Pre-adoption foster care" means a stage when the custody of a child is given to Prospective Adoptive Parents, pending adoption order from the Court;
- (28) "Rules" means the Juvenile Justice (Care & Protection of Children), Rules, notified under Section 68 of the Act;
- (29) "Section" means a Section of the Act;
- (30) "Schedule" means a schedule annexed to these Guidelines;
- (31) "State Government" in relation to a Union Territory means the administrator of that Union Territory appointed by the President under article 239 of the Constitution;
- (32) "SAA" means the Specialised Adoption Agency recognized by the State Government under Section 41(4) of the Act for the purpose of placing children in adoption;

- (33) “SARA” means the State Adoption Resource Agency setup by the State Government under the Integrated Child Protection Scheme;
- (34) “Surrendered child” means a child, who in the opinion of the Child Welfare Committee, is relinquished on account of physical, emotional and social factors beyond the control of the parent or legal guardian;
- (35) “TrackChild” means the web portal maintained by the Central Government for tracking and monitoring the children in conflict with law and children in need of care and protection;
- (36) “Social Worker” means professionally qualified/ trained person engaged by the SAA or authorized by SARA for preparing of HSR, rendering post adoption services, and performing any other work assigned to her. All words and expressions used but not defined in these guidelines shall have the same meaning as assigned to them in the Act or Rules.

3. Fundamental principles governing adoption. - The following fundamental principles shall govern adoptions of children from India, namely: -

- (1) the child's best interests shall be taken into account, while processing any adoption placement;
- (2) Preference shall be given to place the child in adoption with Indian citizens, with due regard to the principle of placement of the child in his own socio-cultural milieu, as far as possible.

4. Child eligible for adoption. – Any orphan or abandoned or surrendered child, declared legally free for adoption by the CWC, is eligible for adoption.

5. Eligibility criteria for Prospective Adoptive Parents (PAPs) –

- (1) The PAPs should be physically and financially capable, and motivated to adopt a child. The PAPs should not have any life threatening medical condition.
- (2) Any PAP, irrespective of his marital status and whether or not he has his own biological son or daughter, can adopt a child. However, a single male person is not eligible to adopt a girl child.

- (3) In case of a couple, the consent of both spouses would be required.
- (4) No child shall be given in adoption to a couple unless they have at least two years of stable marital relationship.
- (5) The combined age of a couple (PAPs) shall not be above 110 years at the time of completion of the HSR.
- (6) A single PAP will cease to be eligible to adopt a child if he attains the age of 55 years.
- (7) The minimum age difference between the child and either of the PAPs should not be less than 25 years.
- (8) The age for eligibility will be as on the date of registration of the PAPs.

CHAPTER II

PROCEDURE RELATING TO CHILDREN FOR ADOPTION

(SAA/CWC)

6. Procedure relating to orphan or abandoned child– The provisions relating to the process of declaring an orphan or abandoned child, as legally free for adoption are laid down in section 30, 32, 33, 39 and 41 of the Act as well as under rule 27, 33(3) and 74 of the Rules.

The following actions shall also be taken by SAA and CWC:

- (1) On admission of the child, his details and photograph shall be entered online in the CARINGS and TrackChild in the prescribed format by the SAA within 24 hours of receiving the child, provided that the permission of CWC is obtained for the same.
- (2) For tracing out the biological parents or the legal guardian(s), the SAA shall advertise the particulars and photograph of an abandoned child in a State level newspaper with wide circulation and in local cable networks within 72 hours from the time of receiving child,
- (3) In case the biological parents or legal guardian cannot be traced, despite the efforts mentioned in (1) and (2), the SAA shall, accordingly, submit a report to the CWC within 30 days from the date of receiving the child.

- (4) The CWC after taking actions as per the provisions of the Act and Rules quoted above, shall issue a certificate declaring the abandoned child as legally free for adoption in the format at **Schedule- 1 (Form-XIV)** of the Rules). This order shall be passed within a period of two months in case of a child upto two years of age and within four months for a child above two years of age, from the date of production of the child before the CWC.
- (5) The Child Study Report (CSR) and Medical Examination Report (MER) of orphan and abandoned child shall be prepared in the format at **Schedule -3 and 4** respectively and posted in the CARINGS by the SAA within seven days from the date the child is declared legally free for adoption.
- (6) The procedure for declaring a child of mentally ill or mentally retarded parents as legally free for adoption by the CWC shall be as in the case of an abandoned child.

7. Procedure relating to a surrendered child – The relevant provisions relating to the process of declaring a surrendered child, as legally free for adoption are laid down in section 30, 32, 33, 39 and 41 of the Act as well as under rule 27, 33(4) and 74 of the Rules. In addition, the following actions shall also be taken by SAA and CWC:

- (1) The details of the child along with her photograph shall be entered online in the CARINGS and TrackChild by the SAA within 24 hours from the time of receiving the child.
- (2) The following information shall be submitted by SAA to the CWC along with any other information specific to the case:-
 - (a) the name of the child, date and place of her birth along with birth record/certificate, if available;
 - (b) the names, address and identity proof of the biological parents;
 - (c) details of close relatives of the biological parent(s), if available;
 - (d) details of sibling(s), if any;
 - (e) known medical history of the child and biological parent(s);
 - (f) circumstances of the child (reasons for surrender, social background, etc.
- (3) To discourage surrender by biological parents, all efforts shall be made by the SAA and the CWC for exploring the possibility of parents retaining the child. This

shall include counselling and encouraging them to retain the child and explaining that the process of surrender is irrevocable.

- (4) The SAA and the CWC shall ensure that the surrendering parents or the legal guardian is made aware that they can reclaim the surrendered child only within a period of sixty days from the date of surrender.
- (5) If the surrender is inevitable, a deed of surrender, as provided in **Schedule- 2 (Form-XV)** of the Rules) shall be executed in the presence of the Committee.
- (6) If a child born to a married couple is to be surrendered, both parents should sign the surrender document. In case one of them is dead, proof of death is required to be furnished.
- (7) If a child born to a married couple is to be surrendered by one biological parent and the whereabouts of the other parent are not known, the child shall be treated as abandoned and further procedures as per para 6 shall be followed.
- (8) In case of a child born out of wedlock, only the mother can surrender the child. If the mother is a minor, the surrender document shall be signed by an accompanying adult as witness.
- (9) If the surrender is by a person other than the biological parents, the child shall be treated as abandoned and further procedures as per **para 6** shall be followed.
- (10) The SAA and the CWC shall ensure that a copy of the 'surrender deed' is given to the surrendering parents or person.
- (11) Due regard shall be given to the privacy of the surrendering parents and the surrendered child by the authorities and agencies involved in the process.
- (12) In case the surrendering biological parent has not claimed back the child during the reconsideration period, this shall be intimated by the SAA to the CWC.
- (13) The CWC shall issue a certificate declaring the surrendered child as legally free for adoption in format at **Schedule- 1 (Form-XIV)** of the Rules), after the expiry of 60 days from the date of surrender, i.e., the reconsideration period for the biological parents, as stipulated under Section 41(5) of the Act.
- (14) The Child Study Report (CSR) and Medical Examination Report (MER) of the surrendered child shall be prepared and posted in the CARINGS by the SAA in

the format at **Schedule-3** and **Schedule-4**, within seven days from the date the child is declared legally free for adoption. SAA may also take the help of DCPU.

CHAPTER III
ADOPTION PROCEDURE FOR INDIANS LIVING IN INDIA
(PAPs/SAA/Court)

8. Registration and Home Study of the PAPs:

- (1) Indian PAPs living in India, wishing to adopt a child, shall register online in CARINGS by filling up the prescribed format along with the documents.(**Schedule – 5**)
- (2) The registration shall be confirmed to the PAPs within three days from the date of receipt of the filled-in format and required documents from the PAPs online. The PAPs can get their registration number from the acknowledgement slip and use them for viewing the progress of their case.
- (3) The Home Study Report (HSR) of the PAPs shall be prepared by the SAA in the State, where PAPs are located, through its social worker or through a social worker from a panel maintained by the SARA.
- (4) The HSR shall be completed in the format given in **Schedule – 6**, within one month from the date of submission of requisite documents and shall be shared with the PAPs immediately, thereafter.
- (5) The HSR shall be posted in the CARINGS by the SAA as soon as it is complete. This HSR will remain valid for two years and shall be the basis for adoption of a child by the PAP(s) from anywhere in the country.
- (6) The PAPs shall be declared eligible and suitable by the SAA based upon the HSR. In case of the PAPs are not declared eligible/suitable, the reasons for the same shall be informed to the PAPs by the SAA, and recorded in the CARINGS.
- (7) The PAPs can appeal against the decision of SAA to SARA/CARA. In such case, the appeal shall be disposed of within 15 days and the decision of CARA in this regard shall be binding.

9. Selection of a Child by the PAPs:

- (1) The seniority of the PAPs shall be determined on the principle of first come first served, as per the registration on CARINGS. On the basis of this seniority, the PAPs shall be given an opportunity to view the photographs, Child Study Report (CSR) and Medical Examination Report (MER) of three children, in their preference category if any, in one or more SAAs through the CARINGS.
- (2) Twins and siblings may be placed with the same PAPs, as far as possible.
- (3) In case the PAPs did not select one of the three children shown, they shall be placed below the other PAPs in the seniority list as on date and will be given another opportunity to select a child when their turn becomes due. However, the registration shall be valid for two years.
- (4) The PAPs can see the child at the SAA, before accepting him for adoption. The PAPs can also get the MER of the child reviewed by a medical practitioner of their choice.
- (5) If the PAPs opted for one of the children shown, they shall accept the child by signing the CSR and MER of the child within 21 days. The CSR and MER (**Schedule -3 and 4**) may be downloaded from the CARINGS. The PAPs shall upload the signed CSR and MER in the CARINGS.

10. Pre-adoption foster care. –

The child shall be taken in pre-adoption foster care by the PAPs within ten days from the date of acceptance, after signing the pre-adoption foster care undertaking the SAA in the format provided at **Schedule-7**.

11. Legal Procedure. –

- (1) The SAA shall file the adoption petition in the Court with jurisdiction over the place where the SAA is located, within seven days from the date of acceptance by the PAPs for obtaining the necessary adoption orders under the Act.
- (2) In case the child is from a children home which is located in another District, the SAA shall file the adoption petition in the concerned Court of that District.
- (3) The adoption petition shall contain all requisite documents as per **Schedule- 8**.

- (4) The Court will dispose of adoption cases within a period of two months from the date of filing of the adoption petition by the SAA.
- (5) The SAA shall obtain a certified copy of the adoption order from the court and will forward it to the PAPs within ten days. It shall also post a copy of such order in the CARINGS. The SAA will also make necessary entries in CARINGS.
- (6) The SAA shall obtain the birth certificate of the child from the birth certificate issuing authority within ten days from the date of issuance of adoption order, with the name of adoptive parents, as parents, and date of birth as recorded in the adoption order.

12. Follow up of the progress of the adopted child. –

- (1) The SAA shall report the progress of the child in the format at **Schedule -9** online in the CARINGS along with photographs of the child on six monthly basis for two years from the date of pre-adoption foster placement with the PAPs.
- (2) If any adjustment problem of the child with the adoptive parents is noticed, the SAA shall arrange counselling for the adoptive parents and/or for the adoptee, as applicable.
- (3) In cases of maladjustment of the child with the adoptive parents, despite counselling, the SAA shall make efforts for alternate adoption placement of the child. Failing which, the SAA and CWC shall try placing the child in foster care. Where re-adoption or foster care is not possible or is not in the interests of the child given his circumstances, a maladjusted child shall be in the proper care and protection of the SAA or the children home from where he was initially adopted.

13. Adoption Leave:

Adoptive parents, working in the offices under the control of the Central Government, the State Government, and State/Central Public Sector Undertakings shall be entitled for adoption leave for proper care of adoptee, as per the extant instructions of the concerned government or authority. The benefit of this facility will be available from the stage of pre-adoption foster care.

CHAPTER IV
ADOPTION PROCEDURE FOR INDIANS LIVING ABROAD
(PAPs/SAA/Court)

14. Indian PAPs living abroad i.e. Non-Resident Indians (NRIs), shall be treated at par with Indians living in India in terms of priority for adoption of Indian orphan, abandoned or surrendered children.

15. NRIs, wishing to adopt an Indian child can register on-line in the CARINGS in the prescribed format along with the required documents (**Schedule – 5**) along with the HSR. The CARA shall forward these to the concerned Authorised Foreign Adoption Agency (AFAA) within three days for preparation of their Home Study Report (HSR) and seeking approval of the CA in the host country. In case there is no AFAA in the country of residence of NRI, then the CARA shall forward the application to the Central Authority (CA) or to the concerned Government Department in that country. In the absence of AFAA, CA or the concerned Government Department, the CARA shall forward such application to the relevant Indian Diplomatic Mission.

16. On receipt of the HSR and required documents, the CARA shall forward them to a SAA within seven days, under intimation to SARA. While forwarding the adoption application to a particular SAA, availability of children free for adoption and the preference of the PAPs may be kept in view.

17. On receipt of the adoption application online, the SAA shall refer a suitable child to such PAPs online, within ten days. The SAA shall follow a roster in which children legally free for adoption with the SAA, are allocated alternately to Indians living in India and NRIs.

18. The remaining procedure for adoption by such PAPs shall be in accordance with para 21 to 25, in Chapter V.

CHAPTER V
PROCEDURE FOR INTER-COUNTRY ADOPTION
(OCI/PIO/Foreigner/AFAA/CA/CARA/SARA/SAA/Court)

19. Procedure relating to children for inter-country adoption:

If an orphan, abandoned or surrendered child cannot be placed with an Indian or NRI PAPs despite the efforts made by the SAA and the concerned SARA within thirty days from the date the child has been declared legally free for adoption, such child shall be available for inter-country adoption in the CARINGS.

20. Registration and referral of OCI/PIO/Foreign PAPs:

- (1) Overseas Citizens of India (OCI) or Persons of Indian Origin (PIO) or foreign PAPs, wishing to adopt an Indian child, can approach the concerned Authorised Foreign Adoption Agency (AFAA) for preparation of their Home Study Report (HSR) and seeking approval of the CA in host country. In case, there is no AFAA in their country of residence, then the PAPs shall approach the Central Authority(CA) or the concerned Government Department in that country.

The Authorised Foreign Adoption Agency(AFAA) or Central Authority (CA) or concerned Government Department, as the case may be, on completion of the HSR, shall register the PAPs application in CARINGS in the prescribed format along with the required documents (**Schedule – 5**) along with the HSR.

- (2) After scrutiny, if the PAPs are found eligible for adoption, the CARA shall refer the adoption application to a SAA, within seven days from the date of receipt online.
- (3) While forwarding the adoption application to a particular SAA, availability of children free for inter-country adoption and the preference of the PAPs should be kept in mind.

21. Selection of a child by OCI/PIO/Foreigner PAPs:

- (1) On the basis of their inter-se seniority, the PAPs shall be given an opportunity to view the photographs, Child Study Report (CSR) and Medical Examination

Report (MER) of three children, in their preference category, if any, in one or more SAAs through the CARINGS in seven days.

- (2) As far as practicable, efforts will be made to place twins and siblings with the same PAPs.
- (3) In case the PAPs did not select one of the three children shown, then they shall be placed below the other PAPs in the seniority list as on date. They will be given another opportunity to select a child when their turn becomes due. However, the registration shall continue for two years from the date of registration.
- (4) The PAPs may see a child in person at the SAA, before accepting him for adoption. The PAPs can also get the MER of the child reviewed by a medical practitioner of their choice.
- (5) If the PAPs opt for one of the children shown, they shall accept the child by signing the CSR and MER of the child in the CARINGS within twenty one days from the referral. The CSR and MER (**Schedule-3 and 4**) may be downloaded from the CARINGS.
- (6) The AFAA shall forward the original documents of the PAPs, as listed in Schedule-5, to the concerned SAA.

22. NOC of CARA and pre-adoption foster care. –

- (1) The CARA shall issue No Objection Certificate (NOC) in favour of the proposed adoption in the format at **Schedule - 10** within ten days from the date of receipt of the acceptance of the child by the PAPs under intimation to all concerned. A copy of this NOC shall also be posted in CARINGS forthwith.
- (2) The PAPs may take the child in pre-adoption foster care within India after issuance of NOC by CARA, pending court order, by furnishing an undertaking to the SAA in the format at **Schedule- 7**.

23. Legal Procedure. –

- (1) The SAA shall file an application in the competent Court with relevant documents as mentioned in **Schedule- 8** within seven working days from the date of receipt of acceptance of the child by the PAPs, for obtaining the adoption

order from Court. The SAA shall enclose the documents in original along with the application.

- (2) In case the child is from a children home which is located in another District, the SAA shall file the adoption petition in the concerned Court of that District.
- (3) The Court will hold the adoption proceeding in-camera and dispose of the case within a period of two months from the date of filing of the adoption petition by the SAA.
- (4) The SAA shall obtain a certified copy of the adoption order from the Court and will forward it to the PAPs within ten days, besides posting a copy of such order in the CARINGS. SAA will also make necessary entries in CARINGS in this regard.

24. Passport/Visa, intimation to immigration authorities, conformity certificate, birth certificate, etc.-

- (1) To obtain passport for the adopted child, the SAA shall submit the application to the Regional Passport Officer (RPO) within three days from the date of receipt of a certified copy of the adoption order.
- (2) The RPO shall issue passport for the adopted child within ten days from the date of receipt of application, in accordance with the Circular No. V.I/401/2/3/2010 dated 16th May, 2013 of the Ministry of External Affairs (CPV Division).
- (3) In case the adopted child has been provided with a passport of the country of nationality of the PAPs by its diplomatic mission in India, the Foreigners Regional Registration Office (FRRO) shall issue exit visa to the adopted child within three days from the date of online application for the same by the PAPs.
- (4) On receipt of a certified copy of the adoption order given by the Court from SAA; the CARA shall inform the immigration authorities of India as well as of the receiving country of the child about such adoption, within three days from the date of availability of adoption order.
- (5) The CARA shall also issue a Conformity Certificate under Article 23 of the Hague Adoption Convention in the **Schedule – 11** within three days from the

date of availability of the adoption order in the CARINGS, in case the receiving country of the adopted child is a Hague Adoption Convention signatory.

- (6) The SAA shall also obtain birth certificate for the adopted child from the issuing authority within ten days from the date of receipt of the adoption order, with the name of adoptive parents and date of birth as recorded in the adoption order.
- (7) The adopted child shall be entitled to receive OCI Card from the Foreigners Division of Ministry of Home Affairs, Government of India.
- (8) The adoptive parents shall come to India for taking the adopted child to their country.

25. Follow up of the progress of the adopted child. –

- (1) The AFAA or CA shall report the progress of the adopted child in **Schedule – 9** online in the CARINGS along with photographs of the child on a quarterly basis during the first year and on six monthly basis in the second year, from the date of arrival of the adopted child in the receiving country.
- (2) An adjustment problem of the child with the adoptive parents may come to the notice of the AFAA or CA or concerned Government Department in the receiving country. This may be on the basis of the progress report or in course of post-adoption home visits, necessary counseling shall be arranged for the adoptive parents and for the adoptee (wherever applicable).
- (3) If it is found that the child is unable to adjust in the adoptive family or that the continuance of the child in the adoptive family is not in the interest of the child. It shall then withdraw the child and provide necessary counseling and shall arrange for suitable alternate adoption or foster placement of the child in that country, in consultation with the Indian diplomatic mission and CARA.
- (4) In the event of maladjustment of the adopted child with the adoptive family, the child shall be entitled to receive care, protection and rehabilitation through the child protection services of that country.
- (5) The AFAA or CA or concerned Government Department shall organise annual get-together of Indian adoptees and their adoptive parents and forward a report

on the event to CARA. The Indian diplomatic missions shall facilitate such get-togethers.

26. Processing of the application of NRI/OCI/PIO PAPs in the countries where there is no AFAA/CA.- Adoption by NRI/OCI/PIO in countries where there is no AFAA or CA shall be as under:-

- (1) In the case of NRI/OCI/PIO PAPs residing in a country where there is no AFAA or CA or concerned Government Department to sponsor applications, CARA may allow an organisation or individual recommended by the concerned Indian Mission to do the Home Study Report (HSR) and prepare the adoption application which would then be forwarded to CARA through the concerned Indian Diplomatic Mission.
- (2) An official of the concerned Indian Diplomatic Mission may also prepare the HSR and adoption application of the PAPs, wherever there is no authorized organisation or individual available for the purpose.
- (3) The authorized organisation or individual or the concerned Indian Diplomatic Mission processing the adoption application shall give an undertaking to send progress on quarterly basis in the first year and on six monthly basis in the second year, from the date of arrival of the child in the receiving country and also take actions, as stipulated in 25(3) & (4) of these Guidelines, in case of disruption of adoption.
- (4) Other procedures shall be followed as per para 21 to 24 of these guidelines.

27. Adoption by an OCI/PIO/foreign nationals living in India. –

- (1) In case of an OCI/PIO foreign national, who is a citizen of a country that has ratified the Hague Convention and have been living in India for one year or more, shall apply online in the prescribed format along with the required documents (Schedule-5).
- (2) On receipt of the application along with required documents, CARA shall refer the case to a SAA for preparing the Home Study Report in the format given at

Schedule-6 and also for taking further relevant actions as mentioned in para 21 to 24 of these Guidelines.

- (3) The SAAs shall report the progress of the child in the CARINGS in format at **Schedule – 9** along with photographs of the child on a quarterly basis during the first year and on six monthly basis in the second year from the date of pre-adoption foster care.
- (4) If any adjustment problem of the child with the adoptive parents comes to the notice of the SAA, through the progress report or in course of post-adoption home visits, counseling shall be arranged for the adoptive parents and for the adoptee (wherever applicable).
- (5) During the follow-up, if the SAA finds that the child is unable to adjust in the adoptive family or the continuance of the child in the adoptive family is not in the best interests of the child, it shall withdraw the child and provide necessary counseling. The SAA shall arrange also for suitable alternate adoption or foster placement of the child, in consultation with SARA and CARA.
- (6) The concerned Diplomatic Mission in India (of the country of the nationality of the PAPs) will issue a letter indicating that the mission will ensure submission of post-adoption follow-up reports for the remaining period in the event of the PAPs moving out of India.
- (7) The concerned Diplomatic Mission shall also ensure that the adopted child acquires citizenship of the country of his parents immediately after adoption decree and a copy of the passport of the child from the country of the nationality of the PAPs shall be forwarded to CARA and the concerned SAA.

28. If one of the PAPs is foreigner and other is an Indian, their case shall be treated at par with Indians living in India or living abroad (NRI), as the case may be.

29. Procedure for adoption of a child from a foreign country by Indian citizens:

- 1) Necessary formalities for adoption of a child from a foreign country by Indian citizens shall initially be completed in that country as per their law and procedure.

- 2) CARA shall issue approval, as required under Article 5 and 17 of the Hague Convention on Protection of Children and Cooperation in Inter-country Adoption 1993, in the cases of adoption of children coming to India as a receiving country.
- 3) The immigration clearance for the child adopted abroad shall be obtained from the Foreigner's Division, Ministry of Home Affairs, Government of India, through the Indian Diplomatic Mission to that country.

CHAPTER VI

ROLE OF CONCERNED AUTHORITIES AND AGENCIES

30. Specialised Adoption Agency. –

- (1) Any Child Care Institution, wishing to be recognised as SAA, shall submit application, along with the following documents to the State Government along with the following documents:
 - (a) a copy of the registration certificate under the Societies Registration Act 1860, the Indian Trust Act, 1882 or any other corresponding law for the time being in force;
 - (b) a copy of its Memorandum of Association, Rules, Regulations and Bye-laws;
 - (c) a copy of the registration certificate as Child Care Institution;
 - (d) a list of Management Committee or Executive Committee or Board Members showing that the majority of the members of such Committee or Board are Indian citizens;
 - (e) annual reports including audited accounts for the last three years;
 - (f) resolution by the agency supporting the decision for placing orphan, abandoned or surrendered children in adoption;
 - (g) undertaking to abide by the relevant rules and adoption guidelines in force;
 - (h) undertaking to regularly update data on CARINGS and to have necessary facilities for the same;

- (i) supporting documents indicating that the organisation has been engaged in child protection and welfare activities.
 - (j) list of children in the institution;
 - (k) list of professional and child care staff.
- (2) The State Government shall issue a certificate of recognition to a CCI as a SAA within 3 months from the date of application, if the CCI is found fit to be considered as a SAA based upon an inspection conducted for the purpose.
- (3) If an organisation is not involved in institutional care but has the capacity and expertise to ensure quality non-institutional care for infants and young children through trained foster care givers on their panel (selected as per criteria laid down in the Rules notified under the Act), the State Government may also recognise such organisation as a SAA.
- (4) The recognition to a SAA shall be for a period of five years, unless it is revoked earlier on the grounds as mentioned in para 32.

31. Criteria and Procedure for Renewal of Recognition of SAA.-

(1) Criteria:

- (a) The SAA must have satisfactory performance in adoption placement.
- (b) It must be regularly updating data on CARINGS and meeting the timelines specified for SAA in the guidelines.
- (c) It must have followed the provisions of the guidelines as also instructions issued by the State Government or SARA or CARA.
- (d) It must not have indulged in any malpractice.
- (e) It must have made proper utilisation of the child care corpus.
- (f) It must have been maintaining the standards of child care as mentioned in Schedule-12.

(2) Procedure:

The SAA shall apply six months before the expiry of its recognition with the following documents/information, in addition to documents mentioned in para 30, namely :-

- (a) details and number of children restored to biological parents, relatives or guardians during the period of last recognition;
 - (b) number and details of children placed in in-country and inter-country adoption and details of post-adoption follow-up thereof during the period of last recognition;
 - (c) details of year wise receipt of CCC and utilisation of the same during the period of last recognition;
 - (d) declaration that they are regularly updating data on CARINGS; and
 - (e) undertaking stating that they agree to abide by these Guidelines as also the instructions issued by the State Government or SARA or CARA from time to time.
- (3) The recognition to a SAA shall be renewed by the State Government (before the expiry of existing recognition) for a period of 5 years, if the SAA is found fulfilling the criteria as mentioned in para-30 and 31 of these Guidelines, based on inspection conducted for the purpose.

32. Suspension or revocation of recognition of SAA. –

- (1) The State Government may, *suo-moto* or on the recommendation of SARA or CARA either, suspend or revoke the recognition granted to a SAA.
- (2) The recognition of a SAA may be suspended on any one or more of the following grounds, namely:-
 - (a) violation of any of the provisions of the Act and Rules relating to adoption as well as of these Guidelines;
 - (b) furnishing false information or forged documents to SARA or State Government or CARA;
 - (c) incomplete or false information to PAPs about the child or any adoption related process;
 - (d) failure to update data online in the CARINGS or furnishing/posting of false information therein;
 - (e) failure to submit timely reports or data as stipulated in these Guidelines;
 - (f) adverse findings of the inspection team of the State Government/SARA or of Central Government/CARA, regarding the functioning of the SAA;

- (g) if professional social worker and qualified child care staff are not employed;
 - (h) financial irregularities or malpractices or receiving any donation whether in kind or cash from prospective adoptive parents or adoptive parents;
 - (i) misuse or diversion of Child Care Corpus or grant received from the Government for the purposes other than the purpose(s) for which they were received;
 - (j) unethical practices which would also include inducing single mothers or biological parents to relinquish their child or illegally sourcing the child;
 - (k) divulging information on biological mother or parents or adopted child to public in violation of principle of confidentiality;
 - (l) non-compliance of instructions issued from time to time by CARA, SARA or the State Government;
- (3) No order for suspension or revocation of authorisation shall be passed without giving an opportunity to the agency to offer its explanation.
 - (4) After suspension of recognition of a SAA, the State Government or the SARA shall conduct necessary enquiries within a maximum period of six months, and if charges are proven, the State Government shall revoke the recognition of the SAA.
 - (5) In case of revocation of recognition of a SAA, the State Government shall, within thirty days, prepare an alternate rehabilitation plan for the children in that home, including shifting them to another SAA.
 - (6) In the event of suspension or revocation of recognition of the SAA, the cases where referrals have been accepted by the PAPs, shall be allowed to proceed for final adoption provided that all other stipulations of these Guidelines have been met.

33. Inspection of SAAs.-

- (1) The State Government shall inspect the Child Care Institution (CCI) before considering its recognition or renewal to a SAA.

- (2) The State Government or SARA shall conduct annual inspections of SAAs to ensure that they are performing efficiently and as per norms laid down in these Guidelines and shall take necessary remedial measures, wherever required.
- (3) The premises of SAA including the places where the children are staying and its relevant records shall be open to inspection by the Central Government, CARA, State Government, SARA, CWC and any other agency or person authorized by them.
- (4) During such inspections, the following shall be scrutinized/examined:-
 - (a) that the agency is discharging its role and performing its functions efficiently as stipulated under these Guidelines.
 - (b) that adoption, is being pursued by the organization as a welfare activity in the interest of children, and not as a commercial activity;
 - (c) total number and details of children actually placed in in-country and inter-country adoption;
 - (d) records pertaining to adoptions of children (starting from their admission up to the legal adoption decree and follow up progress) as well as related registers;
 - (e) whether expeditious and sufficient efforts have been made by the SAA to place children in adoption;
 - (f) whether the Agency is maintaining the seniority list of the PAPs and following the roster as per the seniority list;
 - (g) whether the agency has submitted annual reports, audited statements of accounts and monthly reports to State Government or SARA and monthly adoption data to SARA or State Government and CARA regularly and within stipulated time;
 - (h) whether the SAA is regularly updating data and reports in the ~~on~~ CARINGS on time;
 - (i) whether the SAA is maintaining and providing quality child care facilities in the institution as stipulated under these Guidelines and the minimum standards of child care shall be as specified in **Schedule- 12**;
 - (j) financial records including contributions to and utilisation of CCC;

(k) whether there is any instance of malpractice against the SAA.

34. Entitlement to Grants under Integrated Child Protection Scheme (ICPS). –

A SAA is entitled to receive grants-in-aid under the ICPS, subject to the fulfillment of terms and conditions under such scheme and as well as in para 30 and 31 of these Guidelines.

35. Agencies to maintain Accounts.--

- (1) SAA shall utilize funds available in CCC in accordance with norms specified in **Schedule - 13.**
- (2) The SAA shall maintain proper accounts including utilization of CCC and government grant under ICPS, to be audited by a Chartered Accountant every year.
- (3) An attested copy of the audited accounts of the organisation together with its audit report and a copy of the Annual Report and also report under FCRA shall be furnished by every SAA within six months from the date of closing of the financial year to SARA or the State Government.

36. Role of the Specialised Adoption Agencies (SAAs). – The SAAs shall perform the following roles, in addition to the roles assigned to them under para 6 to 12, 17,19, 21 to 24 and 27 of these guidelines, to facilitate placement of orphan, abandoned and surrendered children in adoption :

- (1) **Role towards children** - A SAA shall --
 - (a) be responsible for the care, protection and well being of every child in its charge. It shall cater to their health needs, emotional and psychological needs, educational and training needs, leisure and recreational activities, protection from all any kind of abuse, neglect and exploitation, social mainstreaming, and restoration/follow-up;
 - (b) report all cases of admissions, restorations, transfers, and death and adoption of children, as well as any children missing from the institution (if

- any), to the CWC ,DCPU, SARA and CARA through CARINGS and Track Child;
- (c) submit the status of every orphan, abandoned and surrendered child on the CARINGS, which is accessible on the website www.adoptionindia.nic.in.
 - (d) prepare the Child Study Report (CSR) through its social worker of all orphan, abandoned and surrendered children and post them in CARINGS, within 07 days from the date such children are declared legally free for adoption by the CWC.
 - (e) prepare the Medical Examination Report(MER) through its pediatrician/doctor of all such children and post them in CARINGS, within 07 days from the date such children are declared legally free for adoption by the CWC.
 - (f) prepare individual care plan for each child following the principle of the best interests of the child and the care options in the following order of preferences:- (i) restoration to the the biological family or legal guardian; (ii) in-country adoption; (iii) inter-country adoption; (iv) foster care and (v) institutional care;
 - (g) create a Life Book of a child, which should include a photo album of the child, history and details of the child's life, and interests of the child. This book shall to be handed over to the adoptive family along with the medical history of the child at the time of handing over the child to the PAPs in pe-adoption foster care; (details of surrendering parents should not be mentioned).
 - (h) make efforts to place each child in adoption, who has been declared legally free for adoption by CWC;
 - (i) be responsible for referral of a child to PAPs and the legal procedure related to adoption as provided in these Guidelines;
 - (j) prepare every adoptable child psychologically for his assimilation with the adoptive family;
 - (k) facilitate interaction of the child with PAPs, wherever required;
 - (l) ensure that siblings and twins are placed in the same family, as far as possible;

- (m) preserve adoption records in a manner, that such record is accessible to authorised persons only;
- (n) facilitate root search by adoptees in the manner as mentioned **para 50**.

(2) Role towards Biological Parents. - The SAA shall :-

- (a) treat biological parents of a surrendered child with respect and dignity throughout the surrender process;
- (b) maintain confidentiality of unwed mother and biological parents;
- (c) counsel the surrendering parents and inform them about a possible root search, in future by their child;
- (d) encourage the biological parents surrendering a child to provide maximum information about the child's background and development as well as their own health;
- (e) explain to the parents implication of surrendering their child including possibility of inter-country adoption;
- (f) ensure that the consent for surrender and adoption is given by the parents without any coercion or monetary/material consideration;
- (g) have no commitment or agreement with biological parents regarding adoption of a child prior to his birth;
- (h) inform the parents that they would have a re-consideration period of sixty days from the date of surrender during which they can take back the child;

(3) Role towards Prospective Adoptive Parents (PAPs).- The SAA shall-

- (a) treat PAPs with respect and extend due courtesy, assistance and advice;
- (b) register any PAPs in CARINGS when approached;
- (c) counsel the PAPs, through an authorized professional social worker/counselor, to make them aware of the process of adoption and to ascertain the level of their preparedness for the same, which may include the following : --
 - (i) acceptance of adoption as an alternative way of building their family;
 - (ii) preference for child to be adopted;

- (iii) emotional readiness to adopt an unrelated child;
 - (iv) concerns about the child's social background and genetic factors;
 - (v) attitude towards parenting and disciplining;
 - (vi) sharing the fact of adoption with the child, when the child grows up;
 - (vii) dealing with root search by the adopted child, he grows up;
 - (viii) any other issue that might emerge during the interactions.
- (d) complete the Home Study Report(HSR) of all PAPs registered with them, within one month from the date of their registration and submission of required documents .
 - (e) continuously update the PAPs about the status of their applications through CARINGS;
 - (f) provide information about the medical history of the child to PAPs inform the PAPs about the health status of a special needs child, if such a child is proposed for adoption;
 - (g) place a child in pre-adoption foster care on completion of referral and after observing necessary formalities as laid down in these guidelines;
 - (h) extend post adoption services such as counselling etc., to the PAPs, if required;
 - (i) not receive any payments, other than as prescribed in **Schedule- 13** of these guidelines;
 - (j) advise the PAPs to contact Adoptive Parents Associations or adoptive families to understand the process of adoption.

4) Counselling Role: – The counselling role of the SAAs shall include: -

- (i) counselling of biological parents in case of surrender;
- (ii) pre-adoption counseling of PAPs;
- (iii) counselling of older children before adoption and during adoption;
- (iv) post-adoption counselling of the adoptees, when contacted by them in search of their roots.

5) A SAA shall set up **Cradle Baby Points** at Primary Health Care Centres (PHCs), Hospitals, Nursing Homes, Short-Stay and Swadhar and at its own Home to receive abandoned children.

6) Documentation and Record Keeping. –

(a) The SAA shall prepare an 'individual care plan' for each child based on age and gender specific needs.

- (i) health and medical needs;
- (ii) emotional and psychological needs;
- (iii) educational and training needs;
- (iv) leisure, creativity and play;
- (v) attachments and relationships;
- (vi) protection from all forms of abuse, neglect and maltreatment;
- (vii) rehabilitation including reunification with family, adoption and other non-institutional care;
- (viii) social mainstreaming; and
- (ix) follow-up after rehabilitation or restoration.

(b) SAA shall keep the following documents in the case file of each child : --

- (i) Case History and Social Investigation Report of the child;
- (ii) Interim care order as well as the order declaring the child legally free for adoption by the CWC and the Deed of Surrender in case of a relinquished child;
- (iii) Child Study Report (CSR), Medical Examination Report (MER) and immunisation record of the child;
- (iv) Photographs of the child taken at intervals of every six month;
- (v) Application form, documents and Home Study Report(HSR) of the PAPs;
- (vi) Adoption petition, adoption order and birth certificate of the child;
- (vii) Post placement progress reports of the child.

(c) The SAA shall maintain the following records, namely:-

- (i) Master Admission Register;
- (ii) Medical and development file of the child;
- (iii) Case file of the child;
- (iv) Attendance Register of the children and staff;
- (v) Register of PAPs with details (date of registration, date of home study report, date(s) of referral of child/children, date of Court order, date of handing over of the child to PAPs etc.;
- (vi) Vouchers, cashbook, ledger, journal and annual accounts;
- (vii) Grant Utilization Register;
- (viii) Stock Register; and
- (ix) Record of Minutes of Meetings of the Management Committee and Adoption Committee (to be maintained separately).

7) Other Functions. -

- (1) organize training and orientation activities to spread awareness about the adoption programme;
- (2) train its childcare and professional staff on these guidelines.

37. Authorized Foreign Adoption Agency (AFAA). – The AFFA shall perform the following functions, namely:

- (a) register the PAPs interested to adopt children from India and to complete their Home Study Report(HSR) expeditiously;
- (b) post attested copies of the adoption application of the PAPs in the CARINGS and forward the original of the same to the allotted SAAs;
- (c) follow up with SAA for ensuring early adoption after receipt of NOC for the adoption from CARA;
- (d) give orientation to the PAPs on culture or language or food of the place to which the adopted child belongs.

- (e) ensure the submission of post-adoption follow up of the progress of adopted children and to address the cases of disruption, as mentioned in **para 25**;
- (f) arrange get-togethers of children of Indian origin and their adoptive families from time to time with the involvement of the concerned Indian Diplomatic Mission.

38. Criteria and Procedure for Authorization of Foreign Agencies. –

- (1) A foreign adoption agency desirous of sponsoring applications of foreign adoptive parents for adopting an Indian child shall make an application to CARA along with the recommendation of the Central Authority or concerned Government Department of that country, through the Indian Diplomatic Mission.
- (2) The application shall be accompanied by the following documents:-
 - (a) memorandum or bye-laws, copies of registration status, latest license issued by the concerned government department to undertake international adoptions, list of Board or Executive Members, list of countries it is working with, accreditation certificate and its annual reports or financial statements for last two years;
 - (b) an undertaking signed by the Head or Chief Executive of the Organisation stating that the agency would abide by the provisions of these Guidelines;
 - (c) an undertaking by the agency that in case of disruption or repatriation of the adopted children, it shall abide by the specific provisions laid down in these Guidelines;
 - (d) an undertaking by the agency to send an Annual Report to CARA in the month of April every year on the status of children placed in adoption from India;
 - (e) copy of adoption law or adoption guidelines or adoption rules of their country;
 - (f) a list of staff of the Agency recommendation authorization from the central authority or competent authority to work with India;

- (g) recommendation letter from Indian diplomatic mission abroad and the Central Authority/Govt. Department of the receiving country.
- (3) Authorisation to an AFAA once granted by CARA may continue, unless revoked after giving opportunity to the agency. The CARA shall have the right to review the performance of AFAA from time to time.
- (4) In case an AFAA requires to appoint a representative in India for facilitating its adoption cases, it shall seek the prior approval of CARA.

39. Suspension or Revocation of Authorisation –

The grounds on which the authorization of AFAA can be revoked are as follows, namely:-

- a) If the agency violates or fails to abide by the provisions of these Guidelines;
- b) If the license or recognition or accreditation of the agency is suspended or revoked by the appropriate authority of that country;
- c) If the agency fails to upload adoption applications or the post-adoption follow-up reports in the CARINGS from time to time and violates any provisions of these guidelines.

40. The State Government and State Adoption Resource Agency (SARA). –

- (1) For implementation of these Guidelines, every State Government shall set up a State Adoption Resource Agency(SARA) to act as a nodal body within the State to promote and monitor adoption and non-institutional care in coordination with CARA.
- (2) The State Government through SARA shall have the following roles in adoption, namely:-
 - (a) promote, monitor and regulate adoption program in the State;
 - (b) register all children's homes as Child Care Institutions (CCIs) under the Act;
 - (c) recognise one or more of these Child Care Institutions as Specialised Adoption Agencies (SAAs) in each district;
 - (d) publish the contact details of adoption agencies in the State at least once in a year;

- (e) renew the registration of such SAA every five years subject to satisfactory performance;
- (f) identify Child Care Institutions which are not recognised as SAAs, and link them to SAAs, to facilitate adoption of eligible children in such institutions;
- (g) monitor adoption programme and activities of all SAAs within its jurisdiction;
- (h) enforce standards and measures for orphan, abandoned and surrendered children as envisaged under the Act and corresponding rules;
- (i) identify SAAs or Child Care Institutions which have the capacity to provide quality care and treatment on a long term basis to Special Needs Children including children affected or infected by HIV/AIDS and mentally or physically challenged children, and facilitate transfer of such children to these agencies;
- (j) expedite de-institutionalisation of children through adoption and other non-institutional alternatives;
- (k) take measures that are required for expansion of the adoption programme in the State, i.e. strengthening the knowledge base, research and documentation, strengthening child tracking system, training and development activities, advocacy and communication, monitoring and evaluation;
- (l) instruct all CWCs in the State to furnish data relating to the orphan, abandoned and surrendered children declared legally free for adoption and children awaiting such declaration on monthly basis in prescribed formats to DCPU/SARA;
- (m) get adoption data furnished/validated online in the CARINGS in the format and the periodicity as prescribed therein;
- (n) maintain a state-specific database of adoptable children, PAPs, SAAs CWCs and DCPUs in CARINGS;
- (o) take appropriate legal action against persons and institutions, including Nursing Homes and Hospitals, involved in illegal adoption work.
- (p) ensure that all adoptions and placements of children are done in accordance with the provisions of these Guidelines;
- (q) maintain a panel of professionally qualified/trained social workers for the counseling and preparation of the Home Study Report (HSR) of the PAPs as well as for conducting post placement follow-up reports. To be considered for

empanelment of social workers, a person must have a graduate degree from a recognized university in social work or psychology or sociology or child development.

(r) take other actions as mentioned in **para 30 to 34** of these guidelines.

41. District Child Protection Unit (DCPU): In addition to the functions as envisaged in the Act and Rules as well as under the Integrated Child Protection Scheme (ICPS), the DCPU will have following role in adoption programme, to:

- (1) identify orphan, abandoned and surrendered children in the district and to get them declared legally free for adoption by CWC;
- (2) ensure that the Child Study Report (CSR) and Medical Examination Report (MER) are posted in the CARINGS by the SAAs within 07 days from the date a child is declared legally free for adoption;
- (3) facilitate the linkage of children homes with SAAs in the same or other districts to facilitate adoption;
- (4) track the progress of adoption of each child declared legally free for adoption and to take necessary actions for expediting the case wherever required;
- (5) track the progress of application of each PAP registered in CARINGS for adopting a child children from the district and to take necessary actions for expediting the case wherever required;
- (6) assist SARA to maintain a panel of professional social workers for the purpose of counselling, preparing the Home Study Report (HSR) of the PAPs and to render post-adoption follow-up services;
- (7) supervise and monitor adoption programme in the district;
- (8) ensure that adoption data is being updated by SAAs in the CARINGS on time and in correct manner ;
- (9) assist SARA and CARA in all matters related to adoption.

42. Child Welfare Committee (CWC). –

The CWC shall take actions as mentioned in para 6 and 7 of these guidelines.

43. Birth Certificate issuing Authority. –

The local registrar notified under the Registration of Birth and Death (RBD) Act, 1969 shall issue birth certificate in favour of an adopted child on an application filed by the SAA or adoptive parents, incorporating the names of the parents as parents and the date of birth of the child as mentioned in the adoption order of the Court.

44. Central Adoption Resource Authority (CARA). –

The CARA shall function as a nodal body on adoption matters in the country and it shall discharge the following functions, namely: -

- (a) frame rules and guidelines for adoption of Indian children;
- (b) to promote in-country adoptions and to facilitate inter-state adoptions in coordination with SARAs;
- (c) monitor and regulate adoption program in the country;
- (d) issue a “No Objection Certificate” for the inter-country adoption of children;
- (e) establish uniform standards and indicators, relating to-
 - (i) adoption procedure;
 - (ii) quality child care standards;
 - (iii) monitoring and supervision;
 - (iv) standardization of documents;
 - (v) safeguards and ethical practices.
- (f) prepare a centralized database of all children available for adoption, all PAPs wishing to adopt and all children placed in adoption with the help of SAAs, SARAs, DCPUs, CWCs and AFAAs;
- (g) carry out research and documentation on adoption in order to continuously improve the adoption system;
- (h) arrange capacity building programmes for adoption agencies and other stakeholders;

- (i) carry out advocacy, awareness and IEC activities for promoting adoption and other non-institutional child care services either by itself or through its associated bodies.
- (j) coordinate with State Governments/SARAs and advise them in adoption related matters;
- (k) act as the Central Authority on adoption matters under the Hague Convention on Protection of Children and Cooperation in respect of Inter country Adoption, 1993;
- (l) enter into bilateral agreements with foreign Central Authorities, wherever necessary and as prescribed under the Hague Convention;
- (m) authorise AFAAs to sponsor applications of NRI/OCI/PIO/foreign PAPs for inter-country adoption of Indian children.

45. Regional Passport Office (RPO). –

- (1) The Regional Passport Officer (RPO) shall issue a passport to an adopted child based upon an application made for the same by the SAA or the adoptive parents, pursuant to the adoption order of the Court.
- (2) The RPO shall issue passport for the adopted child within ten days from the date of receipt of application, in accordance with the Circular No. V.I/401/2/3/2010 dated 16th May, 2013 of the Ministry of External Affairs (CPV Division).

46. The Foreigners Regional Registration Officer (FRRO) shall issue exit visa to the adopted child travelling out on the passport issued by the country of the nationality of the PAPs, within three days from the date of application for the same by the PAPs.

47. Indian Diplomatic Missions in Inter-country Adoption. - Indian Diplomatic Missions abroad will have the following role in inter-country adoption of Indian children:-

- (1) liaise with concerned Central or Public Authorities to ensure safeguards of children of Indian origin adopted by NRI or OCI or PIO or foreign parents against neglect, maltreatment, exploitation or abuse;

- (2) interact with the AFAAs and Central Authorities within their jurisdiction and help to arrange get-togethers of the adopted children and their parents;
- (3) recommend proposals for authorization of foreign adoption agencies for the purpose of sponsoring applications for adoption of Indian children;
- (4) authorize a qualified social worker to complete adoption application formalities including Home Study Report (HSR) in a foreign country, where there is no AFAA or a government department to deal with adoption;
- (5) contact the central authority and/or other authorities to ensure safeguards of children of Indian origin adopted by NRI or OCI or PIO or foreign parents; in case of disruption of adoption. A report in this regard shall also be sent to CARA at the earliest;
- (6) render necessary help and facilitate the repatriation of the child, if required, in consultation with the local authorities, concerned adoption agency and CARA;
- (7) communicate any report or observation, which it may consider as important and relevant in the matter of inter-country adoptions to CARA.

48. Central Authorities –

Central Authority of the countries that have ratified the Hague Convention on Inter-country Adoption, 1993 is obliged to discharge all obligations as per the provisions of the Convention.

CHAPTER VII

MISCELLANEOUS PROVISIONS

(AFAA/CA/CARA/SARA/SAA/Court)

49. Time line:

All agencies and authorities involved in the adoption process shall adhere to the time limits stipulated in **Schedule – 14**.

50. Root Search. –

- (1) The concerned agencies/authorities (SAA, AFAA, CARA, SARA, Indian Diplomatic Mission, CA), whenever contacted by any adoptee shall facilitate his root search.
- (2) In doing so, the age and maturity of the child shall be taken into consideration.
- (3) If the biological parents, at the time of surrender of the child, have specifically requested anonymity, then the reasons and circumstances under which the surrender took place, can only be disclosed to the adoptee.
- (4) A root search by a third party shall not be permitted and the concerned agencies or authorities shall not make public any information relating to biological parents, adoptive parents or adopted child.

51. Other Provisions:

- (1) All agencies or authorities involved in the adoption process shall ensure that confidentiality of adoption records is maintained.
- (2) Mere registration or completion of the HSR of the Indian/OCI/PIO/foreign PAPs shall not entitle them to claim a child for adoption as a matter of right. The placement of child will ultimately depend on the availability of a suitable child.
- (3) In order to avoid conflict of interest, no member of the Executive Committee of an SAA or any of the employees of the agency shall be member of the Child Welfare Committee.

52. Adoption expenses:-

- (1) The PAPs shall bear the expenses for adoption, as mentioned in **Schedule – 13**.
- (2) The agency shall not bind the PAPs to make any donation in cash or kind, directly or indirectly for adoption of a child.

53. Reporting of Adoptions:

The SAAs shall submit adoption data on CARINGS in the format given at **Schedule-15**, in first week of every month for the previous month.

54. Relaxation or interpretation and amendments in the Guidelines:

- (1) The power of relaxation to any provision of these guidelines in respect of a case or class of cases shall be vested with CARA.
- (2) In case of any ambiguity or dispute in interpretation of these guidelines, the decision of the Central Government shall be final.
- (3) The power to amend these guidelines shall lie with the Central Government.

55. Repeal and Savings:

- (1) 'The Guidelines Governing the Adoption of Children, 2011' is hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action taken under the said guidelines shall be deemed to have been done or taken under corresponding provisions of these guidelines.
- (3) Notwithstanding anything contained in these guidelines, all adoption cases, which are in process prior to the notification of these guidelines, shall be continued to be dealt with under the 'Guidelines Governing the Adoption of Children, 2011'.

List of Schedules of the Guidelines Governing Adoption of Children, 2014

Schedule	Para (s)	Name of the Document
Schedule-1 (Form XIV of the Rules)	6(4), 7(13)	Certificate of CWC for declaring the child legally free.
Schedule-2 (Form XV of the Rules)	7(5)	Deed of Surrender in the case of a relinquished child.
Schedule-3	6(5), 7(14), 9(5), 21(5)	Child Study Report (CSR).
Schedule-4	6(5), 7(14), 9(5), 21(5)	Medical Examination Report (MER) of the Child.
Schedule-5	8(1), 15, 20(1)	Online registration form and list of documents for adoption.
Schedule-6	8(4)	Home Study Report (HSR) of the Prospective Adoptive Parents(PAPs) in India.
Schedule-7	10(1), 22(3)	Pre-adoption Foster Care Undertaking.
Schedule-8	11(3), 23(1)	List of documents to be filed along with adoption petition in the Court.
Schedule-9	22(1)	No Objection Certificate (NOC) by CARA.
Schedule-10	24(5)	Conformity Certificate by CARA.
Schedule-11	12(1), 25(1), 27(5)	Post-placement Report of the child.
Schedule-12	30(2)(f), 33(4)(h)	Minimum Standards of Child Care in Specialised Adoption Agencies (SAAs).
Schedule-13	35(2), 36(6)(i), 52(1)	Adoption Expenses.
Schedule-14	49	Timelines for concerned Authorities and Agencies.
Schedule-15	53	Monthly report on adoption by SAAs.

SCHEDULE-1(FORM XIV OF RULES)

[See para 6(4), 7(13)]

CERTIFICATE OF CWC DECLARING THE CHILD LEGALLY FREE FOR ADOPTION

1. In exercise of the powers vested in the Child Welfare Committee _____ under section 41 (4) of the Juvenile Justice (Care and Protection of Children) Act, 2000, child _____ born on (date) placed in the care of the Specialised Adoption Agency (name & address) vide order no. _____ dated _____ of this Committee, is hereby declared legally free for adoption on the basis of the following:

- ☐ Inquiry report of the Probation Officer/ Child Protection Officer/ District Social Welfare Officer/ District Social Security Officer/ District Social Defense Officer/ District Women and Child Development Officer/ Child Welfare Officer / Social Worker / Case Worker (as the case may be);
- ☐ Deed of surrender executed by the biological parents or the legal guardian of the child before this Committee on (date);
- ☐ Declaration submitted by the (SAA) to the effect that it has made restoration efforts as required under these guidelines under the rules and relevant guidelines, but, nobody has approached the agency for claiming the child as biological parents or legal guardian as on date of the said declaration.

2. This is to certify that:

- ☐ The biological parents / legal guardian have been counselled and duly informed of the effects of their consent and the adoption will result in the termination of the legal relationship between the child and his or her family of origin;
- ☐ The biological parents / legal guardian have given their consent freely, in the required legal form, and the consents have not been induced by payment or compensation of any kind and the consent of the mother (where applicable), has been given only after the birth of the child;

[Note: strike out in the box(es) which are not relevant to the case]

Child Welfare Committee
Date and Place

SCHEDULE- 2(FORM XV OF RULES)

[See para 7(5)]

DEED OF SURRENDER

1. Declaration by Person surrendering the child or children

I/We -----, have read the following statements carefully and understand the same. I/We have received counselling and information about the effects of my/our consent and I/We am/are making the statement without coercion or threat and without receiving any payment or compensation of any kind.

I/We, the undersigned:

Family name:
First name(s):
Date of birth: day month year ...
Permanent Address:

Mother ☐ Father ☐ Legal Guardian ☐ of the child:

Family name:
First name(s):
Date of birth: day month year ...
Permanent Address:

Mother ☐ Father ☐ Legal Guardian ☐ of the child:

declare as follows:

- (i) freely consent to the surrender of my/our child or children named----- .
- (ii) terminate the legal parent-child relationship between the said child or children and me/us.
- (iii) understand that my/our child may be adopted by person(s) residing in India or abroad and give my/our consent for this purpose.
- (iv) understand that the adoption of this child will create a permanent parent-child relationship with the adoptive parent(s).
- (v) have been informed that I/We may withdraw my consent until 60th day of this surrender deed after which my/our consent will be irrevocable and I/We shall have no claim over the child or children.

I/We relinquish the child or children for the reason-----

I/We wish or do not wish (please tick which ever is applicable) my/our identity and address to be disclosed to my/our child when he/she returns for root search.

I/We declare that I/We have fully understood the above statements.

Done at on

(Signature or Thumb Impression of surrendering person(s))

2. Declaration by Witnesses

We the undersigned have witnessed the above surrender.

(a) Signature, Name and Address of the first witness

.....
.....

(b) Signature, Name and Address of the second witness

.....
.....

3. Certification of CHILD WELFARE COMMITTEE

We hereby certify that the person and the witness(es) named or identified above appeared before me this date and signed this document in our presence.

Done at on.....

**Signature & Seal of
Members/Chairperson**

NOTE : If a child born to a married couple is to be surrendered, both parents should sign the surrender document. In case one of them is dead, proof of death is required to be furnished. In case of a child born out of wedlock, only the mother can surrender the child. If the mother is a minor, the surrender document shall be signed by an accompanying adult as witness. If anyone other than the above categories surrenders the child, then the procedure shall be followed as for an abandoned child.

SCHEDULE-3
[See para 6(5),7(14), 9(5), 21(5)]

CHILD STUDY REPORT (CSR)

The detailed report on the child shall include identifying information supported by documents.

Name and address of the Institution: -

I. GENERAL INFORMATION:

1. Name of the Child:----- (given by biological mother or parents or by the agency itself or Child Welfare Committee)
2. Reference No. as per general register of the Institution:
3. Present age and date of birth:
4. Sex:
5. Place of Birth:
6. Religion (if known):

II. SOCIAL DATA:

Please do not give identifying information as name and address of the natural parent.

1. Date of admission of the child to your institution:
2. How did the child come to your institution?
 - a) Admitted directly by parent or or any other guardian:
 - b) Placed by Child Welfare Committee directly:
 - c) Transferred from any other institution, if so name of the institution:
 - d) Any other source:
 - e) A brief note about the social background of the child:
3. Reasons for seeking protection in the Institution:
4. Attitude of the child towards other children:
5. Relationship of the child towards relatives, staff and other adults including strangers:
6. Intelligence (if and where possible, D.Q. report should be enclosed):
7. If the child is school going, give a detailed report about his or her standard, attendance, general interest in studies, progress, defects, if any:

8. General Personality and description of the child:
9. Play activity and any specific talent: Milestones of the child (for children below 18 months). Please mark Yes or No. Does the child
- (a) Smile
 - (b) Turn on his sides
 - (c) Lift its head
 - (d) Grasp objects in its hand
 - (e) Crawl on its own
 - (f) Sit with full support or Sit without support
 - (g) Stand with support or Stand without support
 - (h) Walk with support or Walk without support
10. Language Development
- ☐ Cooing or Babbles incoherently
 - ☐ Speaks few words incoherently
 - ☐ Speaks few words clearly
 - ☐ Language spoken to the child
11. Dietary Habits
- Intake of Liquids foods
Semisolids
Solids
12. Social Background: (These details are required to give adoptive parents details of the child, his social history i.e. brief background of the birth parents and circumstances necessitating the child's abandonment. Please do not give identifying information such as name and address of birth parents or relatives.)

I _____ Social Worker hereby certify that the information given in this form about child _____ is correct.

Place :
Date :

Signature:
Name:
Designation:

We have read and understood the contents of the Child Study report and are willing to accept _____ as our adoptive child.

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(Signature of the male applicant)

(Signature of the female applicant)

(Name of the male applicant)

(Name of the female applicant)

Place :

Date :

SCHEDULE-4
[See para 6(5), 7(14), 9(5), 21(5)]

MEDICAL EXAMINATION REPORT (MER) OF THE CHILD

A duly licensed physician should complete the report. If any information is not available, please state "unknown".

A. General Information

1.	Name of the child :	
2.	Date and year of birth :	
3.	Sex:	
4.	Place of birth:	
5.	Nationality:	
6.	Name of the present institution:	Placed since:
7.	Weight at birth (in kg. at admission):	kg.
8.	Length at birth (in cm. at admission):	cm.
9.	Was the pregnancy and delivery normal?	Yes or No or Do not know
10.	Where has the child been staying?	
	With his or her mother: from	to
	With relatives: from	to
	In private care: from	to
	In institution or hospital: from	to
	(Please state below the name of the institution or institutions concerned)	

B. Medical Details

1.	Has the child had any diseases during the past time?(if yes, please indicate the age of the child in respect to each disease, as well as any complication)	Yes or No or Do not know
2.	If yes: Ordinary children's diseases (whooping cough, measles, chicken-pox, rubella, mumps)? Tuberculosis? Convulsions (incl. Febrile convulsions)? Any other disease? Exposure to contagious disease?	
3.	Has the child been vaccinated against any of the following diseases:	Yes or No or Do not know
4.	If yes:	

Tuberculosis (B.C.G.)?	Date of immunisation:
Diphtheria?	Date of immunisation:
Tetanus?	Date of immunisation:
Whooping cough?	Date of immunisation:
Poliomyelitis?	Date of immunization:
Hepatitis A?	Date of immunisation:
Hepatitis B?	Date of immunisation:
Other immunizations?	Date of immunisation:
5. Has the child been treated in hospital?	
Yes or No or Do not know	
6. If yes state name of hospital, age of child, diagnosis, and treatment:	
7. Give, if possible, a description of the mental development, behaviour and skills of the child.	
i) Visual	When was the child able to fix?
ii) Aural	When was the child able to turn its head after sounds?
iii) Motor	When was the child able to sit by itself?
	When was the child able to stand with support?
	Walk without support?
iv) Language	When did the child start to prattle?
	When did the child start to say single words?
	When did the child start to speak sentences?
v) Contact	When did the child start to smile?
	How does the child communicate with adults and other children?
	How does the child react towards strangers?
vi) Emotional	How does the child show emotions (anger, uneasiness, disappointment, joy)?
C. Medical Examination Details:	

1. Date of the medical examination		
2. Weight :	KG	Date:
3. Height :	KG	Date:
4. Head circumference	cm	Date:
5. Colour of hair:	Colour of eyes:	Colour of skin:
6. Through my complete clinical examination of the child I have observed the following evidence of disease, impairment or abnormalities of:		
7. Head (form of skull, hydrocephalus, craniotables)		
1. Mouth and pharynx (harelip or cleft palate, teeth)		
2. Eyes (vision, strabismus, infections)		
3. Ears (infections, discharge, reduced hearing, deformity)		
4. Organs of the chest (heart, lungs)		
5. Lymphatic glands (adenitis)		
6. Abdomen (hernia, liver, spleen)		
7. Genitals (hypospadia, testis, retention)		
8. Spinal column (kyphosis, scoliosis)		
9. Extremities (pes equines, valgus, varus, pes calcaneovarus, flexation of the hip, spasticity, paresis)		
10. Skin (eczema, infections, parasites)		
11. Other diseases?		
19. Are there any symptoms of syphilis in the child? Result of syphilis reaction made (date and year): Positive or Negative or Not done		
20. Any symptoms of tuberculosis? Result of tuberculin test made (date and year): Positive or Negative or Not done		

21. Any symptoms of Hepatitis A? Result of tests for hepatitis A made (date and year): Positive or Negative or Not done
22. Any symptoms of Hepatitis B? Result of tests for Hbs Ag (date and year): Positive or Negative or Not done Result of test for anti-HBs (date and year): Positive or Negative or Not done Result of tests for HBeAg (date and year): Positive or Negative or Not done Result of tests for anti HBe (date and year): Positive or Negative or Not done
23. Any symptoms of AIDS? Result of tests for HIV made (date and year): Positive or Negative or Not done
24. Does the urine contain: Sugar? Albumen? Phenyketone?
25. Stools (diarrhoea, constipation): Examination for parasites: Positive or Negative or Not done
26. Is there any mental disease or retardation of the child?
27. Give a description of the mental development, behaviour and skills of the child. This is of particular value for advising the prospective parents.
28. Any additional comments?

D. Report concerning the psychological and social circumstances of the child (wherever required, assistance may be taken from special educator, physiotherapist, speech therapist and the social worker)

Please decide on <u>each</u> heading.	
i)Activity with toys:	
1. The child's eyes follows rattles or toys, that are moved in front of the child	
2. The child holds on to a rattle	

3. The child plays with rattles: putting it in the mouth, shaking it, moving it from one hand to the other etc	
4. The child puts cubes on top of each other	
5. The child plays purposely with toys: pushes cars, puts dolls to bed, feeds dolls etc	
6. The child plays role-play with toys with other children	
7. The child draws faces, human beings or animals with distinct features	
8. The child cooperates in structured games with other children (ballgames, card games etc)	
ii) Vocalization or language development:	
1. The child vocalizes in contact with caregiver	
2. The child repeats different vowel-consonant combinations (ba-ba, da-da, ma-ma etc)	
3. The child uses single words to communicate needs	
4. The child speaks in sentences	
5. The child understand prepositions as: on top of, under, behind etc	
6. The child uses prepositions as: on top of, under, behind etc	
7. The child speaks in past tense	
8. The child writes his own name	
9. The child reads simple words	
10. No observation available	
iii) Motor development:	
1. The child turns from back to stomach from age: _____	
2. The child sits without support from age: _____	
3. The child crawls or moves forwards from age: _____	
4. The child walks with support from furniture from age: _____	
5. The child walks alone from age: _____	
6. The child walks up and down stairs with support from age: _____	
7. The child walks up and down stairs without support from age: _____	
iv) Contact with adults:	
1. The child smiles in contact with known caregiver	
2. The child is more easily soothed when held by known caregiver	
3. The child cries or follows known caregiver, when the caregiver leaves the room	
4. The child actively seeks known caregiver when he or she is upset or has hurt him or	

herself
5. The child seeks physical contact with all adults, that come into the ward
6. The child communicates his feeling in words to caregivers
v)Contact with other children:
1. The child shows interest in other children by looking or smiling at their activity
2. The child enjoys playing beside other children
3. The child engages actively in activities with other children

vi) General Level of Activity:	
1. Positive	
2. Active	
3. Overactive	
vii) General mood:	
1. Sober, serious	
2. Emotionally indifferent	
3. Fussy, difficult to soothe	
4. Happy, content	
Signature and stamp of the examining physician Date	
E. Acceptance of MER by PAP(s) We have read and understood the contents of the Medical Examination Report and are willing to accept _____ as our adoptive child. (Signature of the male applicant) (Name of the male applicant) Date: Place: (Signature of the female applicant) (Name of the female applicant)	

SCHEDULE-5**[See para 8(1), 15, 20(1)]****ONLINE REGISTRATION FORM AND LIST OF DOCUMENTS FOR ADOPTION**

Date of Registration:		
Applicant category:	Indians residing in India Non Resident Indian (NRI) OCI living in India PIO living in India Foreign national living in India Overseas Citizen of India (OCI) Persons of Indian Origin (PIO) Foreign national Indians living in India and NRI, the PAPs will have to register themselves. OCI/PIO/Foreign PAPs residing in India, the PAPs will have to register themselves. In cases of OCI/PIO/Foreign PAPs habitually residing in a foreign country, registration shall be done by Authorized Foreign Adoption Agency (AFAA) or Central Authority (CA) or concerned Foreign Government Department in the country of residence.	
Applicant status	Single (Spinster/widow/widower/divorcee/separated) Married couple (Date of marriage, place of marriage)	
Personal Information		
	Male	Female
Name		
Date of Birth & Age		
Nationality by birth		
Nationality/citizenship at present		
Current residential address		
City/District		
State		
Country		

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Zip/Pin code		
Phone no.		
Mobile no.		
Email		
Alternate email		
Occupation Details		
Nature of occupation	Govt. job/ private job/ public sector job/ Business / Non-profit professional/ consulting/ Unemployed	
Place of Work		
Annual Income		
No. of Biological/Adopted Children	Boy () Girl () Total ()	
Identification Details		
PAN Number (if any)		
PIO/OCI card No (if any)		
Passport Number		
Preference for Adoption:		
Gender	Boy / Girl / No Choice	
Child Category	Sibling / Single	
Health Status	Normal/ Correctable Diseases/ Minor Challenged / Physically Challenged/Mentally Challenged	
Age	0-1 years/1-3 years/3-5 years/ 5+ years	
Preference for State & Agency:		
State		
Name of Agency		
Address of the Agency		
Motivation for Adoption (Max 200 characters)		
Documents to be uploaded and submitted	1. Domestic Adoption (Indians residing in India) (1) PAN Card/Passport. (2) Proof of residence (Adhaar Card/voter ID Card/Passport/driving license/current electricity bill/telephone bill) (3) Proof of income of last year (e.g. salary slip/income	

	certificate issued by Govt. Department /Income tax return) (4) Copy of marriage certificate and photograph. (5) Copy of divorce decree/ death certificate of the spouse (if applicable). (6) Copy of birth certificate of the PAPs. (7) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt. (8) Two reference letters from acquaintances or relatives in support of adoption. 2. In cases of NRI/OCI/PIO & Foreign PAPs, the following additional documents will also be required: (1) NOC issued by CARA in favour of adoption of a child by an NRI/OCI/PIO/Foreign PAPs. (2) Permission of the receiving country as per Article 5/17 of the Hague Convention. (3) Power of Attorney from the PAPs in favour of the authorized functionary of the SAA to file the adoption petition on their behalf in the court. (4) Undertaking from the concerned AFAA/CA/concerned foreign government department for furnishing post adoption follow-up report and for necessary action in case of disruption. (5) Copy of the Passport of PAPs and a copy of OCI/PIO Card, if applicable. (6) Police clearance certificate. (7) In case of OCI/PIO/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India. {in lieu of document at (17) above} (The PAPs would be in the Waiting List from the date of submission of complete set of documents)
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SCHEDULE-6
[See para 8(4)]

HOME STUDY REPORT (HSR) OF PROSPECTIVE ADOPTIVE PARENTS (PAPs) IN INDIA

(In cases of inter-country adoptions, standard format as provided in the receiving countries may be used)

Prospective Adoptive Parents (PAPs) desiring to adopt a child/ children within India are required to fill up the Home Study Report Information Template which is divided into two parts. Part-I of the template shall be filled up by the PAPs and Part-II of the template shall be filled up by the Professional Social Worker to submit an assessment report along with his/her observation about suitability of the PAPs to adopt.

Attention for the PAPs: Part-I of the Home Study Report Information Template contains various information about the prospective adoptive parents (PAPs) which should be carefully filled up by the PAPs themselves and the same should be submitted to the adoption agency along with the required documents as placed at **Annexure-A**. Any difficulty faced to fill-up the template should be brought to the notice of the Professional Social Worker during his/her home visit.

During home study, the social worker would like to know your relationships with your spouse/partner and other sources of support; your financial and employment situation, health status, lifestyle, home and neighbourhood environments; your parenting styles and attitudes; your motivation for adoption; your desire and commitment to adoption and to evaluate you as a prospective parent, and to provide your family with education about adoption.

Remember that the aim is to find the right family for a child, so it is important to be as open and honest as possible. If you are not happy with any aspect of the process, speak to your social worker first and, following that, the social worker's agency, or State Adoption Resource Agency (SARA). If you do not feel that adoption is right for you, you can stop at any stage during the process.

The PAPs are solely responsible for the authenticity of the information provided in the template. PAPs are advised to sign below on each page of the template that is filled up by the PAPs.

A. Identifying Information about the PAPs and their family background:

Particulars of information	Male Applicant	Female Applicant
Full Name		
Date of Birth & age		
Place of Birth		
Complete Address with e-mail ID (Present & Permanent Address)		
Country of Origin		

Country of Citizenship		
Passport Number		
Religion		
Language(s)		
Date of Marriage		
Date of Earlier Marriage (if any)		
Date of divorce (if any)		
Educational Qualification		
Employment/occupation		
Name & Address of the present Employer/Business concern		
Annual Income		
Health Status		

B(i) Family background information: [Give a short description of social status and background of the PAP(s) along with the following information]

Details about Parents of the Applicants	Male Applicant		Female Applicant	
	Father	Mother	Father	Mother
Name in full				
Age				
Nationality/Citizenship				
Occupation				
Previous occupation				
Presently residing with				

B(ii) Family Background Information Details of biological and adopted children staying with the family:

- 1 Please circle the number of biological children you have
 - a) None;
 - b) One;
 - c) Two;
 - d) Three;
 - e) Other, please specify _____

- 2 Indicate the number of adopted children already under your care.
 - a) None;
 - b) One;
 - c) Two;

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- d) Three;
- e) Other, please specify _____

- 3 Please complete the following table with the names of each of your respective children (adopted and biological), their sex, educational status (kindergarten, elementary, etc.) and dates of birth.

Name of the Child	Sex	Date of Birth	Educational Status

- 4 Please indicate if any of your children suffer from any of the following health conditions;
- a) Food allergies;
 - b) Heart condition;
 - c) Asthma;
 - d) Other, please specify _____
- 5 Please describe in five words the nature of the bond between your child/ren and any remaining family members (please specify the nature of the familial relationship eg. grandparent, cousin, etc.).
- 6 Please describe how you believe the prospective adoption of the child will affect the lives of your existing children.
- 7 Please indicate whether there are any other family members live in the familial home:
- a) Yes;
 - b) No
- 8 if so, please complete the following table including the age, gender, occupation, and nature of the familial relationship of the other residing family member/s.

Name	Nature of Relationship	Age	Gender	Occupation

- 9 Please describe how you believe the prospective adoption will affect these family member.
- 10 Please indicate whether there are any other non-related adults/children living in the home:

- a) Yes;
- b) No

- 11 If so, please complete the following table including the age, gender, occupation, their relationship to the PAP and the reason for the non-related adults/children residing in the familial home:

Name	Reasons for Residing	Relationship to PAP	Age	Gender	Occupation

- 12 Please describe how you think the prospective adoption will affect the non-related adults/children residing in the familial home.

- C. Professional/Employment Details:** Professional career, education background including all the jobs/professions starting from the present one to the first one should be mentioned chronologically including promotions, changes, transfer, etc.)

- 1 Please complete the following table with details relating to your professional career starting from the most recent and continuing chronologically.

Male Applicant					
Organisation	Employer Details (Name & Address)	Job Title	From	To	Reasons for Leaving Position

Female Applicant					
Organisation	Employer Details (Name & Address)	Job Title	From	To	Reasons for Leaving Position

- 2 Please circle the term that best describes the educational level of the male PAP:

- a) Elementary;
- b) Secondary;
- c) Higher Education;
- d) Other, please specify _____

3 Please circle the term that best describes the educational level of the female PAP:

- a) Elementary;
- b) Secondary;
- c) Higher Education;
- d) Other, please specify _____

D Financial Position: (Give a short description of the income of applicant(s) from all sources, savings, investments, expenditures and liabilities.

- 1. Please provide your most recent tax invoices, bank statements etc. relating to the bank accounts and the taxable income of your and your partner.
- 2. Please provide any documentation evidencing the assets at your disposal including properties, investments, businesses and automobiles.
- 3. Do you have any outstanding debts, mortgages etc.
 - a) Yes, please provide supporting documentation;
 - b) No

E Description of Home and Neighbourhood: (Describe the accommodation details including ownership status-self owned or rented or leased or mortgaged or any other, about rooms, total are, flooring, amenities, play area, availability of space for the child etc. and relationship of PAP(s) with neighbour and description about neighbourhood that may impact on child rearing).

- 1 Do you own your own home:
 - a) Yes;
 - b) No
- 2 Do you rent your familial home:
 - a) Yes;
 - b) No, please specify the nature of your housing arrangement
- 3 Please indicate the total area of the familial home.
- 4 is there an inside play area available for the child?
 - a) Yes;
 - b) No
- 5 Is there a suitable outside play area available for the child?

- a) Yes;
- b) No

- 6 Do you know your neighbour? How would you describe your relationship?
- 7 Please describe the neighbourhood in which you reside, including any aspect that you believe makes it child-friendly.

F Current marital relationship and quality of marital relationship (if applicable): (Give details about the marriage, legal separation (if any) reasons for such separation, present marital life and decision making procedures).

- 1 Please circle the term the best describes your marital status:
- a) Married;
 - b) Single;
 - c) Live-in;
 - d) Widowed;
 - e) Other, please specify _____
- 2 Please describe how and when you met your spouse.
- 3 How would you describe your spouse and what do you admire most about your spouse?
- 4 Using five words how would you describe your relationship?
- 5 What kinds of things do you disagree about?
- 6 Please describe the procedures you and your partner use to reach a decision.
- 7 How has your relationship changes over time?
- 8 Have you ever been legally separated?
- a) Yes;
 - b) No
- 9 If you had a previous significant, long-term relationship describe briefly how long it lasted and why it ended.

G. Attitude & Motivation of PAP(s) for Adoption: (Give a short description about the PAP(s) intention to undertake the present adoption, what are the things that makes them to go for present adoption plan, what concerns they have in providing/adding a child to their family, how the adoption is going to affect the PAP(s) life and other family members.)

- 1 Please circle the term which best describes the reason why you wish to adopt, you may circle more than one option, if applicable:

- a) Provide a companion to your other children;
 - b) Infertility;
 - c) Provide an impoverished child with a happy home;
 - d) None of the above;
 - e) Other, please specify _____
- 2 Please circle the term which best describes the concerns you have regarding the adoption, you may circle more than one option, if applicable:
- a) Existing children may not react kindly to the new, adopted child;
 - b) The adopted child may have serious behavioural problems as a result of previous trauma;
 - c) The family may not be able to financially cope with the addition of the adopted child;
 - d) None of the above;
 - e) Other, please specify _____
- 3 Please circle the statement which describes how you think the adoption will improve the lives of your other children, you may circle more than one, if applicable:
- a) They will be less lonely;
 - b) They will learn to be more accommodating;
 - c) They will become more empathetic;
 - d) Not applicable as I have no other children;
 - e) Other, please specify _____

H Attitude of Grandparents extended family members, other relatives and significant other towards the present adoption: (Give a short description about the opinion of other important persons towards adoption who would have impact in the child rearing process when the child arrives in the receiving country.)

- 1 Do you or your partner have grandparents, any extended family members or significant others that will be involved in the raising of the adopted child? If so, please provide their names.

Name	Relationship to PAP (eg. Grandparent, cousin etc.)

- 2 How would you describe the attitude of any grandparents/extended family members/significant others who will have an impact on the child-rearing process towards the adoption.

- 3 Will you be leaving the child/ren in their care unattended at any given point
- 4 How often will they be meeting the child/ren
- 5 How involved will they be in the upbringing of the child example inculcating values principles etc.

I Child Desired and Family's Consideration of Possible Special Needs: (Give a description of about the child preferred for adoption by the PAP(s) including preference for gender, age siblings, state preference kind/s of special need/s child/ren (if any) can be considered for adoption by the family including special needs of all children presently residing with the PAP(s). The family consideration of any child with special needs may also be specified as per attached format.)

- 1 Please provide a brief description of the child you prefer to adopt, include in your description gender, age, siblings, state of origin, special needs (if any preference).
- 2 Are there any characteristics that you would have difficulty accepting in a child?
- 3 Please describe the characteristics of a child you cannot accept like gender, race, religion, etc.
- 4 What are your concerns about adopting a child.
- 5 if the adopted child's colour or features are from a different background would that be a cause of concern.
- 6 Are you ok with adopting a child with special needs.

J. Anticipated Plans of the PAP for adopted child and rearing in the Family: (Give a short description about the plans of PAP(s) for the upcoming child including how the child will be cared for after arrival, child rearing plans in the absence of the PAP(s), safety & security of the child, handling adjustment issues, willingness for additional counselling etc.)

- 1 Please describe how you will manage caring for the adopted child and other life commitments such as work.
- 2 who will be responsible for caring for the child when you are at work, or absent from the familial home domestic help, grandparents, spouse.
- 3 Have you taken any precautionary measures to ensure the safety of your child in the family home?
- 4 Please describe your disciplinary approach to parenting.

- 5 In the event that the adopted child demonstrates adjustment difficulties, please describe the steps that you plan to take to ease their transition into the family?
- 6 Would you be prepared to utilize additional family counselling if the adopted child continues to have difficulties adjusting?
 - a) Yes
 - b) No

K Capacity/Ability of Parenting the expectations from the child: (Give a short description about PAP(s) capacity to rear the child expected by them such as available resources and support system, impact on financial stability at present and in the future in adding new member, what way they will provide a good parenting, what expectations they have from the child about his health, emotion, education special needs etc. and how they will handle those)

- 1 Do you have family members and trusted friends that can support you in raising the child?
- 2 Have you experienced any financial hardship recently? If so please describe how you managed it.
- 3 Have you been accumulating savings specifically for the purposes of raising the adopted child.
 - a) Yes;
 - b) No
- 4 Please provide a brief description of the qualities that you believe make you a good parent (eg. Patient, understanding etc.)
- 5 Please provide a brief description of the ways in which you believe you could improve as a parent.
- 6 What expectations do you have regarding the child in terms of health, emotion, education and special needs?
- 7 In the event that the child does have special needs how will you handle those?

L Preparation and Training for Adoption: (Give details about the counselling sessions the PAP(s) have undergone on adoption, child care, handling of needs of children, etc. and their capacity, PAP(s) training and/or experiences in parenting children with their special needs, if any)

- 1 Have you participated in any counselling sessions with regards to the adoption, child care or the handling of special needs children?

- 2 Describe any counselling sessions you have undergone regarding adoption, child care and the handling of special needs children?
- 3 Describe any experience or training that you have had in the parenting of children with special needs, if any.
- 4 Have you had experienced caring for a child with special needs in the past
- 5 Have you had experience caring for a child in the past
- 6 Have you attended counselling in handling children needs
- 7 Please describe any experience or training that you have had in the parenting of children with special needs, if any.

M Attitude of PAP(s) to Promote the Child's Cultural Heritage: (Give a short description about the PAP(s) perception and plans to induce and keep the child with his/her own cultural heritage)

- 1 What is your attitude towards discrimination?
- 2 Please circle the term that best describes your ties with your cultural heritage:
 - a) Very Strong;
 - b) Strong;
 - c) Moderate;
 - d) Weak;
 - e) Negligible
- 3 Please provide a brief description of the cultural activities that the family unit currently engages in.
- 4 if the child has a different cultural background to yours, in what ways will you ensure that they continue to maintain this cultural heritage?
- 5 if the child has a different religious belief will you support him/her to follow his/her own beliefs.

N. Possible Rehabilitation Plan for the child in case on any eventuality of PAP(s): (Give a short description about the plan of the PAP(s) for the security of the child in case the PAP(s) face any short or long term eventuality. In case of single PAP give a short description about the close relative who would be given undertaking for the security of the child)

- 1 Does your work require you to travel?

- 2 Who would care for the child in your absence? Please provide a brief description including age, gender, occupation and relationship to PAP.
- 3 Could this individual be called upon to care for the child regularly?
- 4 In the event of unforeseen misfortune do you have someone who could take legal guardianship of child?
- 5 In case relationship does not work out would you part with custody of this child/ren to someone else, send back to home, consult a counsellor.

O. Plans for Disclosure of facts of Adoption of the Child: (Give a short description about the preparedness of PAP(s) to tell the child about his/her adoption, root search (if the child desires to know his/her background, etc.)

- 1 What do you think your child would want to know about their birth parents now and in the future?
- 2 Do you plan to inform the child about his/her adoptive roots?
- 3 Would you permit child to trace his/her roots?
- 4 Will you actively support the child's decision to connect with his/her background?
- 5 How will you assist the child in coping with any potential psychological/emotional issues or feelings of neglect which may arise?
- 6 What steps will you take to ensure that the child feels accepted and part of the family?
- 7 Have you informed your friends or relatives about your intention to adopt?

P. Health Status (Emotional & Physical): (Give details of the state of emotional and physical health status of the applicant(s), and of their children, if any. If a family member suffers from a particular disease, condition or syndrome, describe how the family copes with it and how this might affect any proposed adoption.)

- 1 Do you or your spouse suffer from any medical condition? If so, would you please provide details.
- 2 Are you or your spouse currently being treated by a psychologist or psychiatrist?
- 3 Are you currently taking any prescribed medication?

- 4 Do you have a family history of any of the illnesses like hyper tension, diabetes etc. If so, please provide details.
- 5 Are there currently any child/ren in your house being treated for a medical condition?
- 6 Does your family have health and hospitalization insurance coverage for all family members?
- 7 What steps have you taken to ensure the adopted child/ren is provided with appropriate medical care?

Q Value System: (Describe the family values of the PAPs, how the family values will lead the adoptability of the adopted child and how it has impacted other family members and/or children already in the home)

- 1 Do you have any religious affiliation? If so, what is your religious affiliation and how active are you in your religious community?
- 2 Do you visit any religious centers on a regular basis?
- 3 Are you involved in any community groups or organisations? If yes please describe:
- 4 Did you grow up with either a nuclear or extended family?
- 5 How do you/your partner spend your weekends and holidays?
- 6 How close are you to your relatives? (Eg. Uncle, aunts etc)
- 7 Do you have any hobbies? Please describe them.

PART-II: ASSESSMENT REPORT OF THE SOCIAL WORKER

(To be used by the Professional Social Worker to prepare the assessment report)

Instructions for the Professional Social Worker: As soon as the adoption agency receives the filled in HSR template from the PAPs, the agency has to depute its social worker who can make an appointment with the PAPs as per their convenience. As far as possible, the HSR may be completed within a period of one month.

The professional social worker should attempt to put the PAPs at ease by opening the conversation with a warm-up question. The social worker should employ non-verbal cues such as inclining the head and nodding to indicate that the PAPs are actively listening. After each question, the professional social worker may provide the PAPs with sufficient time to respond. Any verbal response by the social worker to an answer by the PAP should be neutral and non-judgmental. The social worker should

attempt to establish eye contact as much as possible between reading the question and jotting down the response of the PAPs to demonstrate empathy. The social worker should try to avoid interrupting the PAPs unless they do not understand a response.

(The information/facts filled in the template shall be kept confidential by the agencies /authorities.)

CARINGS REGISTRATION No.	-
DATE OF REGISTRATION	-
DATE OF RECEIPT OF TEMPLETE	-
NAME OF THE SOCIAL WORKER	-
DATE OF HOME VISIT	-

1. Factual assessment

(i) Have you verified the contents of the facts mentioned in the template with supporting documents?

Yes/No

(ii) Are you satisfied about the facts mentioned in the documents vis-à-vis observation during interviews and visits?

Yes/No

2. Psychosocial Assessment:

2.1 Interaction with the PAPs

(i) Have you interacted with the PAPs individually and/or jointly?

(ii) Are the PAP(s) well prepared for adoption? In case of single PAP, please mention about family support system.

--

(iii) Do you think that PAPs have expressed their genuine feeling for parenting?
Yes/No

2.2 Home visit findings

(i) When did you visit the home of the PAPs? Who were the members present during your visit?

(ii) Whom did you interact during the home visit?

- (iii) Have you met any neighbour? Give a detailed description about the interaction?
- (iv) Whether the home environment is conducive for the child? If no, what steps can be taken to improve the situation? Have you advised the PAPs?
- (v) Are the PAP(s) well prepared for adoption?
- (vi) Do you think that PAPs have expressed their genuineness during the interaction?
- (vii) Did the PAP(s) have any doubt about parenting issues or any other issues? Have you cleared their doubts?

2.3 Interaction with the family members

- (i) Have you interacted with other family members of the PAPs? What is their opinion about the proposed adoption? Are they positive about the adoption?
- (ii) Are there any other family member(s) whom you could not interact but they might have a larger role in the proposed adoption? If so, how did you interact? Would you plan to take their views?
- (iii) Have you interacted with older child/ren present in the home of the PAPs? If yes, please give details.
- (iv) Have you noticed any adverse remarks from the family members? If so, how far those remarks may have an impact on the adoption process?

2.4 Financial capacity

- (i) What is your opinion about the financial status of the PAP(s)? Are they financially sound to welcome another member into their family?
- (ii) Have you observed any financial situation which is hidden in the template?

2.5 Physical and emotional capacity

- (i) Are the PAP(s) in a good physical and emotional state to take care of a child?

(ii) Have you observed any physical or psychological issues with the PAP(s) or any other family members that is going to affect the life of the upcoming child? If so, give details.

(iii) Are the PAP(s) emotionally equipped enough to take care of a child?

3. Recommendation for adoption

3.1 Do you recommend the PAP(s) for adoption? Put your views and rationale for recommending the PAPs for adoption including the parent's suitability.

3.2 What is your specific recommendation for child matching with the PAP(s) which may match the aspiration of the PAP(s)?

Signature, name, designation and official seal of the Assessor

SCHEDULE-7
[See para 10(1), 22(3)]

PRE-ADOPTION FOSTER CARE UNDERTAKING
(IN THE FORM AN AFFIDAVIT)

We Mr. _____, aged ____ yrs, citizen of xxxx & Mrs. _____ aged _____ years, citizen of xxxx, permanently residing at _____ present address being _____ proposed Adopters of child _____ (new full name) @ _____ (old name) born on _____ presently in the care of xxxx (name and address of the SAA), do solemnly hereby declare as follows:

1. We are taking the above mentioned child in pre-adoption foster care, pending the adoption order by the concerned Court.
2. We understand that until the final adoption order from the concerned Court is received the said child shall be under the authority and guardianship of xxxx (name of SAA) and we shall only be the foster parents of the child.
3. The child placed with us will be given all necessary medical care, attention, proper nutrition and treatment required.
4. In case of any untoward incident with the child, we will report the same to the SAA immediately.
5. The institution will be kept informed about the development of the child once a month till the final court order is issued.
6. The social worker will visit the child whenever required till the final adoption order from the court is issued.
7. The child will be brought to the institution/court whenever needed and called upon do so till final adoption and later as stated in the court order for follow up.
8. The child will not be shifted from the local address registered by us and without written permission of the SAA till final adoption.
9. We will attend to the legal formalities and court hearing when called upon to do to.

Mr. _____
Proposed Adoptive Father

Mrs. _____
Proposed Adoptive Mother

Date: _____

Witness:

Name:

Name:

Signature:

Signature:

Address:

Address:

SCHEDULE-8

[See para 11(3), 23(1)]

LIST OF DOCUMENTS TO BE FILED ALONG WITH THE ADOPTION PETITION IN THE COURT

1. Domestic Adoption

- (1) Child Study Report (CSR) signed by the PAPs along with recent photograph of the child
- (2) Medical Examination Report (MER) signed by the PAPs.
- (3) Certificate of Child Welfare Committee declaring the child 'legally free for adoption'.
- (4) Home Study Report (HSR) of the Prospective Adoptive Parents (PAPs) along with their recent family photograph.
- (5) Two reference letters from acquaintances or relatives in support of adoption.
- (6) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt.
- (7) PAN Card of PAPs
- (8) Proof of residence (Adhaar Card/voter ID Card/Passport/driving license/current electricity bill/telephone bill)
- (9) Proof of income of last year (e.g. salary slip/income certificate issued by Govt. Department /Income tax return)
- (10) Copy of marriage certificate & photograph.
- (11) Copy of divorce decree/ death certificate of the spouse (if applicable).
- (12) Copy of Birth certificate of the PAPs.
- (13) Copy of recognition certificate of the agency as SAA.

2. Adoption by NRI/OCI/PIO/Foreign PAPs(in addition to the above documents, the following shall be required)

- (14) NOC issued by CARA in favour of adoption of a child by an NRI/OCI/PIO/Foreign PAPs.
- (15) Permission of the receiving country as per Article 5/17 of the Hague Convention.
- (16) Power of Attorney from the PAPs in favour of the authorized functionary of the SAA to file the adoption petition on their behalf in the court.
- (17) Undertaking from the concerned AFAA/CA/concerned foreign government department for furnishing post adoption follow-up report and for necessary action in case of disruption.
- (18) Copy of the Passport of PAPs and a copy of OCI/PIO Card, if applicable.
- (19) Police clearance certificate.
- (20) In case of OCI/PIO/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India. {in lieu of document at (17) above}

NOTE: Infertility certificate is NOT required for adoption.

SCHEDULE-9
[See para 22(1)]

CENTRAL ADOPTION RESOURCE AUTHORITY

Certificate Number:

Date :

NO OBJECTION CERTIFICATE

Certified that the Central Adoption Resource Authority (CARA), the Central Authority of India on adoption matters, under the Ministry of Women & Child Development, Government of India, has '**NO OBJECTION**' to the adoption of the child/children with the prospective adoptive parents as per the details mentioned below :

Sl. No	Name of the Child	Sex of Child	Date of Birth	Name & Address of the Prospective Adoptive Parent (s)
1.				

2. This NOC is issued as per 'The Guidelines Governing Adoption of Children-2014' and Article 17(c) of the Hague Convention on the Protection of Children and Cooperation in respect of Inter-country Adoption, 1993 subject to the fulfillment of terms and conditions mentioned overleaf.

3. The Specialised Adoption Agency(SAA) and the Foreign Adoption Agency/Central Authority/concerned Foreign Government Department/Indian Diplomatic Mission have been authorized to process this adoption case.

4. The SAA shall file the adoption petition in the competent court as per Section 41 of the Juvenile Justice (Care & Protection of Children) Act, 2000.

Signature and Seal of
Authorized Signatory

To :

- (1) Name and address of the Specialised Adoption Agency.
- (2) Name and address of the State Adoption Resource Agency/ concerned State Government Department.
- (3) Name and address of Authorized Foreign Adoption Agency/concerned Foreign Government Department/Indian Diplomatic Mission.
- (4) The concerned Diplomatic Mission of the Receiving Country in India.
- (5) The concerned Central Authority of the Receiving Country.
- (6) The concerned Foreigners' Regional Registration Officer(FRRO).

SCHEDULE – 10
[para 24(5)]

CENTRAL ADOPTION RESOURCE AUTHORITY

Certificate Number:

Date :

CONFORMITY CERTIFICATE

(Under Article 23 of the Hague Convention on Protection of Children and Co-operation in respect of Inter-country Adoption, 1993)

1 -The undersigned authority:

(Name and address of the competent authority of the State of adoption)

.....
.....
.....

2 -Hereby certifies that the child:

Family name:

First name(s):

Sex: Male [] Female []

Date of birth: day month year

Place of birth:

Habitual residence:

3 -Was adopted according to the decision of the following authority:

.....

Date of the decision:

Date at which the decision became final:

(If the adoption was made otherwise than by a decision of an authority, please specify the equivalent details)

4 -By the following person(s):

a Family name of the adoptive father:

First name(s):

Date of birth: day month year

Place of birth:

Habitual residence at the time of the adoption:

b Family name of the adoptive mother:

First name(s):

Date of birth: day month year

Place of birth:

Habitual residence at the time of the adoption:

5 -The undersigned authority certifies that the adoption was made in accordance with the Convention and that the agreements under Article 17, sub-paragraph c, were given by:

a Name and address of the Central Authority of the State of origin:

.....
.....
.....

Date of the agreement:

b Name and address of the Central Authority of the receiving State:

.....
.....
.....

Date of the agreement:

6 -☐ The adoption had the effect of terminating the pre-existing legal parent-child relationship.

☐ The adoption did not have the effect of terminating the pre-existing legal parent-child relationship.

Done at, on

Signature and Seal of
Authorized Signatory

To :

- (1) Name and address of the Specialised Adoption Agency.
- (2) Name and address of the State Adoption Resource Agency/ concerned State Government Department.
- (3) Name and address of Authorized Foreign Adoption Agency/concerned Foreign Government Department/Indian Diplomatic Mission.
- (4) The concerned Diplomatic Mission of the Receiving Country in India.
- (5) The concerned Central Authority of the Receiving Country.
- (6) The concerned Foreigners' Regional Registration Officer(FRRO).

SCHEDULE-11

[See para 12(1), 25(1) & 27(5)]

POST- PLACEMENT REPORT OF THE CHILD

REPORT NO:

DATE:

1. IDENTIFYING INFORMATION:

- (a) Child's Name(initial and given. if any) :
- (b) Surname/family name:
- (c) Child's date of birth:
- (d) Address:
- (e) Phone:

2. DETAILS OF THE CONTACTS WITH FAMILY LEADING TO THE REPORT

3. CHILD'S ADJUSTMENT:

- (a) Current height and weight
- (b) Results of physical examinations or doctor visits
- (c) Eating and sleeping habits
- (d) Emotional, physical and social development
- (e) Attachment to family members
- (f) Child's enrollment in school (if applicable)
- (g) Language(s) spoken (if applicable)

4. ADJUSTMENT OF THE ADOPTIVE FAMILY MEMBERS WITH THE CHILD:

5. SIGNIFICANT CHANGES IN FAMILY STRUCTURE OR DYNAMICS,IF ANY:

(Change of residence, employment, work responsibilities, illness, etc.)

6. OBSERVATIONS AND RECOMMENDATIONS OF SOCIAL WORKER

(Signature)

Social Worker's Name:
Agency Name and Date

SCHEDULE-12
[See para 30(2)(f) & 33(4)(h)]

MINIMUM STANDARDS OF CHILD CARE IN SAAs

1. All adoption agencies shall adhere to the minimum standards of child care prescribed under the JJ Model Rules 2007 or State JJ Rules. While providing child care, the following issues are important:
 - (a) A child's neurological growth is complete within the first few years of his or her early childhood and determines the brain's capabilities throughout the rest of his or her life. Moreover, a child needs to have experienced positive attachment by the age of 3 in order to develop cognitively, physically, socially, and psychologically. Hence, every effort shall be made by the SAA to expeditiously find alternate family for such children so that they develop attachment and proper bonding experiences during infancy itself.
 - (b) Quality child care (early childhood care) means providing adequate health care, immunization, feeding and nutrition, creating a safe environment so that infants and young children can play and socialize with their peers, promoting school readiness and preparing children for primary school and focusing on total development during early years of childhood.
 - (c) It should be ensured that there is no instance of child abuse and neglect while the child is in the institution.
2. The agencies are required to ensure that the following facilities are provided to the children in the institution:
 - (a) **Physical facilities:**
 - (i) Physical surroundings in which the children are cared for must be clean. Sanitation and hygiene maintained at the agency must be adequate since a majority of children at the institution are small and suffer from numerous ailments. Children below the age of 1 year should be in a room with an attached bathing room and milk room. Children between the age of 1 – 3 years should be kept in a room with an attached bathing and bathroom. The older children need to be separated into two boys room and girls room. Each room must have attached baths, and toilets.
 - (ii) There should be a separate washing area and a large kitchen and dinning hall for the older children. Good lighting, ventilation and adequate space must be mandatory.
 - (iii) The home should be neat, clean, particularly, bathrooms, toilets and kitchen. Walls and surroundings must be bright and stimulating. For visual stimulation the rooms should be well painted and decorated with toys, animal cut outs, etc

(b) Medical facilities:

Regular medical inspection must be done. Preferably every alternate day by a registered medical practitioner. The child specialist is best trained to diagnose and treat children who are at risk and highly vulnerable.

- (i) Infants and children on admission to institutions should be in quarantine and observation for a week at least.
- (ii) Weight, height and head circumference may be noted along with any other details available on the child at admission.
- (iii) A medical record should be maintained and a doctor must assess the child as soon as possible, preferably within 24 hours of his or her admission.
- (iv) Each child below the age of six months should be photographed every month, from six months to 3 years every three months and thereafter, every six months.
- (v) Immunization should be regularly given and monitored
- (vi) Emergency kits should be available at all times in the Home and there should be a doctor on call.
- (vii) Staff to be immunized as well.
- (viii) General health measures viz hygiene, dental, skin care and diet to be supervised.
- (ix) Stimulation is very important for the proper development of the child. This could be achieved by increasing awareness amongst the nurses, helpers by introducing simple stimulation techniques in the daily routine. It is also advised to have a physiotherapist visit the children on a regular basis.

(c) Staff:

- (i) The agency must have adequate staff for child care, preferably in the ratio of 4:1 for children below 1 year, 5:1 for children in the age group 1 to 3 years and 8:1 for older children.
- (ii) Adoption Homes need personnel who are sensitized to the issues of the children. They need to be “educated” in caring for the children. It is recommended to conduct workshops for nurses, helpers, care takers and other staff to enable them to recognize the special status of these children who are under their care.
- (iii) As committed staff is an integral part of good child care, the motivational levels of the staff should be kept high.

(d) Clothing:

It is important that the children in a home are dressed in clean, comfortable and well kept clothes at all times, not just during the visit of the adoptive parents.

(e) Food:

The food in the institution should be hygienically cooked, nourishing and tasty. The menu should be varied. The need of children on a special diet should be attended to. This will help overcome the problems of malnutrition faced by children entering a home. Feeding charts with indication of the formulas may be displayed and followed.

(f) Education:

The SAA should be able to provide informal education through a qualified teacher, and a special educator, or tie up with a school that will take the child or children on a temporary basis.

(g) Volunteers:

It is very essential to talk, hug, hold, play, tell stories and sing to the child to give it a sense of security. Though this should be done regularly by the staff, it is also advisable to encourage volunteers to take up this activity.

SCHEDULE-13

[See para 35(2), 36(6)(i), 52(1)]

ADOPTION EXPENSES**1. Adoption expenses to be borne by Indian PAPs residing in India**

SI No	Item	Amount of Payment	Time & mode of payment
1	Home Study Report (HSR) of the PAPs in India by the social worker	Rs.6,000 (inclusive of travel expenses)	To be paid by the PAPs to the Specialised Adoption Agency or authorized social worker, on completion of the home study, through demand draft or bank transfer .
2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), legal expenses and other administrative costs	*Rs. 40, 000	To be paid by the PAPs to the Specialised Adoption Agency at the time of receiving the child in pre-adoption foster care through demand draft or bank transfer.
3.	Post-adoption follow-up visits and counselling(4 times)	Rs.2,000 per visit/report(inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker, on completion of the home study, through demand draft or bank transfer .

2. Adoption expenses to be borne by NRI/OCI/PIO/Foreign PAPs

SI No	Item	Amount of Payment	Time & mode of payment
1.	Home Study Report (HSR) of the PAPs habitually residing in a foreign country.	As per the norm in the receiving country.	To be paid by the PAPs to the AFAA/CA, on completion of the home study, through demand draft or bank transfer.
2.	Home Study Report (HSR) of OCI/PIO/Foreign PAPs	Rs.15,000 (inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker, on completion of the

SI No	Item	Amount of Payment	Time & mode of payment
	habitually residing in India.		home study, through demand draft or bank transfer .
3.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) and Medical Examination Report(MER), legal expenses and other administrative costs	US \$ 5,000*	To be paid by the PAPs habitually residing in a foreign country to the SAA through the concerned AFAA/CA, in two equal instalments - first installment on the acceptance of the child and another after filing of the adoption petition in the court. In case of adoption of siblings by a single family, the charges would be US \$5000 for the first child and US \$1000 for each of the siblings.
4.	Post-adoption follow-up visits and counselling (six visits) of the PAPs habitually residing in a foreign country.	As per the norm in the receiving country.	To be paid by the PAPs to the AFAA/CA.
5.	Post-adoption follow-up visits and counselling (six visits) of OCI/PIO/Foreign PAPs habitually residing in India.	Rs.4,000 per visit/report(inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker, through demand draft or bank transfer.

*Note: Where a SAA has processed the adoption case of a child belonging to another child care institution (CCI), the SAA shall pay 50 % of the CCC amount through demand draft or bank transfer to the concerned CCI.

3. Utilisation of CCC by SAA

- (a) The adoption agencies shall utilize the amounts available in the Child Care Corpus only for welfare of the children in the home and maintenance of the home. The amount shall also cover all expenses incurred to finalize the adoption.

- (b) In case an agency is de-recognised, and a decision is taken by the State Government to rehabilitate and shift the children of that agency to another agency or agencies, then the balance available in the CCC would be transferred to such agency or agencies receiving the children in the ratio of the number of children transferred.
- (c) The Specialized Adoption agency shall maintain a separate bank account for the CCC along with separate record/register of receipts/payments/expenditure/ accounts.
- (d) The CCC account should be audited at the end of the financial year by a Chartered Accountant who shall certify that the corpus has been used as stipulated in sub para (a) above.

SCHEDULE-14
[see para 49]**TIMELINES FOR CONCERNED AUTHORITIES AND AGENCIES****A. Timeline for Getting the Child Legally Free for Adoption:**

S. No.	Para	Action	Time
1.	6(1)	SAA to enter the details of the child along with his photograph online in the CARINGS and Track Child.	Within 24 hours from the time of receiving the child.
2.	6(2)	SAA to advertise the particulars and photograph of an abandoned child in a state level newspaper having wide circulation and local cable networks, wherever existing.	Within 72 hours from the time of receiving the child.
3.	6(3)	SAA to submit a report to the CWC regarding the efforts made by it to trace the biological parent(s) or legal guardian of the abandoned child.	Within 30 days from the date of receiving the child.
4.	6(4) & 7(13)	CWC to issue the certificate declaring the child legally free for adoption.	Within two months in case of an orphan or abandoned child upto two years of age and within four months for an orphan or abandoned child above two years of age from the date of production of the child. In case of surrendered child, on the completion of the re-consideration period, i.e. sixty days from the date of surrender.
5.	6(5) & 7(14)	SAA to upload the Child Study Report (CSR) and Medical Examination Report (MER) along with latest photograph of the child.	Within seven days from the date of declaration of the child as legally free for adoption by CWC.
6.	19	Children to be considered available for inter-country adoption.	Within 30 days from the date the child has been declared legally free from adoption by the CWC and efforts made by the SAA and SARA for placing the child

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S. No.	Para	Action	Time
			with Indians living in India and abroad.

B. Timeline for Adoption by Indians and OCI/PIO/Foreigner living in India:

S. No.	Para	Action	Time
1.	8(1)	Online confirmation to the PAPs of their registration for adoption	Within 03 days from the date of submission of application and required documents online.
2.	8(4)	Home Study Report (HSR) of the PAPs to be completed by the social worker authorized by SAA or SARA	Within 30 days from the date of submission of required documents in CARINGS.
3.	9(5)	PAPs to accept one of the three children shown as per their preference on CARINGS.	Within 21 days from the date of referral.
4.	10	PAPs, to take the child from SAA in pre-adoption foster care.	Within ten days from the date of acceptance of the child by the PAPs.
5.	11(1)	SAA to file adoption petition in the Court	Within seven days from the date of acceptance of the child by the PAPs.
6.	11(4)	Disposal of the adoption petition by the Court	Within two months from the date of filing of the petition.
7.	11(5)	SAA to obtain a certified copy of the adoption order from the Court and to post the same in the CARINGS/forward to the PAPs.	Within ten days from the date of adoption order.
8.	11(6)	SAA to obtain the birth certificate of the child from the issuing authority and to post the same in the CARINGS/forward to the PAPs.	Within ten days from the date of receipt of certified copy of the adoption order.

C. Timeline for Adoption from India by NRI/OCI/PIO/Foreign PAPs:

S. No.	Para	Action	Time
1.	15	CARA to refer the application of NRI PAPs to a concerned Agency/Authority, for further processing his case.	Within 03 days from the date of receipt of application on and required documents online.
2.	16, 20(4)	CARA to forward adoption application of the PAPs to a SAA for identifying a child.	Within seven days from the date of receipt of application along with required documents online.
3.	17, 21(1)	Referral and viewing of photographs of the child, Child Study Report (CSR) and Medical Examination Report (MER).	Within ten days from the date of receipt of the adoption application by the SAA online from CARA.
4.	21(5)	PAPs to accept the child.	Within 21 days from the date of referral.
5.	22(1)	NOC by CARA	Within ten days from the date of acceptance of the child by the PAPs and approval of the Central Authority (CA).
6.	23(1)	SAA to file adoption petition in the Court	Within seven days from the date of acceptance of the child by the PAPs.
7.	23(3)	Disposal of the adoption petition by the Court	Within two months from the date of filing of the petition.
8.	23(4)	SAA to obtain a certified copy of the adoption order from the Court and to post the same in the CARINGS/forward to the PAPs.	Within ten days from the date of adoption order.
9.	24(1)	SAA to submit application to the Regional Passport Officer (RPO) for the passport to the child.	Within three days from the date of availability of adoption order.
10.	24(2)	RPO to issue the passport to the child	Within ten days from the date of receipt of application for the same.
11.	24(4), 24(5)	CARA to inform the immigration authorities of India and receiving country about the adoption and issue Conformity Certificate.	Within three days from the date of availability of adoption order.
12.	24(3)	Foreigners Regional Registration Office (FRRO) to issue exit visa to the adopted child, where ever required.	Within three days from the date of online submission of application.

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S. No.	Para	Action	Time
13.	24(6)	SAA to obtain the birth certificate of the child from the issuing authority and to post the same in the CARINGS/forward to the PAPs.	Within ten days from the date of receipt of certified copy of the adoption order.

SCHEDULE 15
[see para 53]

MONTHLY REPORT ON ADOPTION BY SAAs

Name of the Organisation & Address:

Month _____ **Year** _____

Part-I

S.No.	Subject	Male	Female	Spl. Needs	Total	Remarks
1.1	Total number of children present in the Home					
1.2	Total number of children legally free for adoption					
1.3	Number of surrendered or relinquished children in the Home					
1.4	Number of abandoned children in the Home					
1.5	Number of Court Orders issued (In-country) in the month					
1.6	Number of Court Orders issued (Inter-country) in the month					
1.7	Number of children in pre-adoption foster care- In-country Inter-country					
1.8	Number of children who have left for receiving country					
1.9	Number of disruptions, if any					

Part-II

2	Number of Prospective Adoptive Parents registered and waiting as on date:
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**Signature of the Authorised Signatory
with Stamp and Date**
